

Thursday

10/22/2009

Function Detail Sheet
Pick up Truck for Conference

Location: Raleigh - League Offices

Beginning Time: 8:00 AM

Ending Time:

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Gene Beasley	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: Joe Corey and Gene Beasley to pick up 24 foot truck for Conference. We will begin packing truck on Thursday at 12:00 noon.

**Number of
Volunteers:** 0

**Volunteer
Description:** N/A

**Host City
Assigned:**

Thursday

10/22/2009

Function Detail Sheet
Loading of Truck for Conference

Location: Raleigh - League Offices

Beginning Time: 12:01 PM

Ending Time: 4:30 PM

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

		Radio?			Radio?			Radio?
Staff 1:	Gene Beasley	<input type="checkbox"/>	Staff 3:	Doug Lintelman	<input type="checkbox"/>	Staff 5:	Rob Shepherd	<input type="checkbox"/>
Staff 2:	John Hice	<input type="checkbox"/>	Staff 4:	Glen Dean	<input type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions: Door Prizes first thing loaded. All Conference On-site Registraton boxes must be the last thing loaded to be unload on Friday afternoon upon arrival. Exhibitor Registration to remain on truck til Saturday am.

Information: All items for the truck must be labeled at each end of your boxes and put in the hall way outside your office for pick up, by noon. Staff will begin to load the truck beginning at 12:00 noon and should have complete by 4:30 pm. All items not ready by 4:30 pm will not make the truck and is your responsibility to get items to Greenville. Last thing loaded should be the Registration Boxes. These packets must be brought to registration desk by 8:00 am on Saturday.

Number of Volunteers: 0 **Volunteer Description:** N/A

Host City Assigned: N/A

Friday

10/23/2009

Function Detail Sheet

NCLM Member Service Area/NCLM Service Provider Booths/City Booth

Location: Greenville Convention Center-Pre-function Area

Beginning Time: 7:00 AM

Ending Time: 5:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup:

Estimated Attendee 0

Add'l Room Requirements: Booths 1-14 Black Pipe/drape, black skirted table, 2 chairs and trash can. Member Services & City Area two black skirted tables 4 chairs and trash can, each.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Athena Banks ☒ **Staff 3:** ☐

Staff 2: ☐ **Staff 4:**

Radio? ☐ **Staff 5:** ☐

Radio? ☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:** N/A

Host City Assigned: No Volunteers required.

Friday

10/23/2009

Function Detail Sheet
Conference Registration Setup

Location: Greenville Convention Center-Pre-Function

Beginning Time: 7:00 AM

Ending Time: 3:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Pre-Set on hollow square with as many tables on back and front that will fit on wall between the to entrances to the Exhibit Hall. We normally have 10 8ft on back and front skirted in front only and 10 chairs with 3 trash cans. We need electricial.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: n/a

**Catering
Needs:**

Staff 1:	Athena Banks	Radio?	<input type="checkbox"/>	Staff 3:	Gene Beasley	Radio?	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Joe Corey	Radio?	<input type="checkbox"/>	Staff 4:		Radio?	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Onsite Registration Boxes must be unloaded from the truck and delivered to the Onsite registration desk upon arrival of the truck. Registration desk is located in the Convention Center Pre-function Area.

Information:

Number of Volunteers: 0
Volunteer Description: Directional Guides
Host City Assigned: No Volunteer required

Friday

10/23/2009

Function Detail Sheet
Exhibitor Decorators to Setup - SES

Location: Exhibit Hall - Greenville Convention Center

Beginning Time: 7:00 AM

Ending Time: 11:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: SES to set up booths as previously arranged

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Athena Banks ☐ **Staff 3:** ☐
Staff 2: Diane Godwin ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Radio? ☐
Radio? ☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteers required.

Friday

10/23/2009

Function Detail Sheet

Pre-Con and Host City Meeting/Hotels

Location: Hilton Greenville-West Wing Meeting Room 1

Beginning Time: 10:30 AM

Ending Time: 4:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: Hollow Square

Estimated Attendee 25

Add'l Room Requirements: Hollow Square for around 25 people for Pre-Con with Host City and Convention Center Staff.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Lunch TBD

Staff 1:	Athena Banks	<input type="checkbox"/> Radio?	Staff 3:	Charles Archer	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Melissa Smith	<input type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: 10:00 - 12:00 noon - Host City
2:00 - 3:30 - Hotels

Information: All Host City Coordinators must be in attendance.

Number of Volunteers: 0 **Volunteer Description:** N/A

Host City Assigned: No Volunteers required for this meeting. Host City Meeting with lunch from 10:30 - 2:00 pm. After Host City Meeting, the League will met with the Hotels at 2:00 pm.

Friday

10/23/2009

Function Detail Sheet
Truck Departing for Greenville

Location: Leave the League Office and Arrive at the Greenville Convention Center

Beginning Time: 1:30 PM

Ending Time: 4:30 PM

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Gene Beasley	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: Truck to arrive at the Greenville Convention Center by 4:30 pm. There is only one entrance to the loading dock and it is behind the Convention Center. Our truck can be left behind the Convention Center overnight for Saturday morning unload.

Number of Volunteers: 0
Host City Assigned: N/A
Volunteer Description: N/A

Saturday

10/24/2009

Function Detail Sheet

Exhibit Hall Setup Continues - SES

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: SES to continue setup as previously arranged

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Joe Corey ☒ **Staff 3:**
Staff 2: Gene Beasley ☒ **Staff 4:**

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 4 **Volunteer Description:** Directional Guides

Host City Assigned: 4-Directional Guides are to be posted at all of the GCC Exhibit Hall Entrances from 9:00 am - 5:00 pm. Youth Summit attendees are not allowed in the Exhibit Hall due to safety reasons.

Saturday

10/24/2009

Function Detail Sheet

NCLM Staff Office

Location: Greenville Convention Ctr-Multi-purpose

Beginning Time: 7:00 AM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 30

Add'l Room Requirements: Same set up from Friday.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: Jody to handle phone service. Tom Livers to handle set up for any laptops.

Catering Needs: 7:30 am - 9:00 am - A gallon of regular coffee

		Radio?			Radio?		Radio?
Staff 1:	Melissa Smith	<input checked="" type="checkbox"/>	Staff 3:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Yolanda Hart to arrive by 8:00 am. Diane Godwin will assigned keys: Staff Office Phone Number (?)
Doors to the hallway going over to the Hilton must remain locked during conference.

Information: Staff Office Phone - 919-715-4328

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteers Need for Staff Office.

Saturday

10/24/2009

Function Detail Sheet

NCLM Staff Move In

Location: Greenville Convention Center

Beginning Time: 7:30 AM

Ending Time: 11:30 AM

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: NCLM to provide Convention Center with booths with electrical drops weeks in advance of the show.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR Staff Setup station for Time Clock for Non-Exempt Staff. Setup Business Station

**Catering
Needs:**

Staff 1:	Gene Beasley	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: Truck unloading. All Boxes for the meeting rooms should be delivered and placed under skirted tables in each meeting room. All other supplies will be delivered to area as marked ot to the League Office - GCC Multi-purpose room.

Number of Volunteers: 6 **Volunteer Description:** Exhibit Hall Move In Volunteers

Host City Assigned: Exhibit Hall Move In volunteers to report to Joe Corey and Gene Beasley by 7:30 am for assignment. The 6 Volunteers need to be willing to do heavy lifting.

Saturday

10/24/2009

Function Detail Sheet
Email Center Setup

Location: Greenville Convention Center-East Prefunction Area

Beginning Time: 8:00 AM

Ending Time: 5:00 PM

Speaker/ Panel: N/A

Session Manager: Tom Livers

Presiding Officer: NA

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements:

AV Comments:

AV 1:

AV 2:

AV 3:

AV 4:

League AV: IT will coordinate and to handle setup.

Catering Needs: N/A

Staff 1:	Jody Hartley	<input checked="" type="checkbox"/>	Staff 3:	Tom Livers	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	John Hice	<input checked="" type="checkbox"/>	Staff 4:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: There is a pre-set Email Center already in the Greenville Convention Center Foyer area. All we need to do is setup the equipment in place.

Information:

Number of Volunteers: 0
Volunteer Description: League's IT Staff with Setup
Host City Assigned: No Volunteers required.

Saturday

10/24/2009

Function Detail Sheet

Host City Office

Location: Greenville Convention Center - Board Room

Beginning Time: 8:00 AM

Ending Time: 5:00 PM

**Speaker/
Panel:**

Session Manager: Thom Morton

Presiding Officer:

Room Setup: **Estimated Attendee** 10

Add'l Room Requirements: Host City Office will need to be rekeyed and 5 keys provided to Diane Godwin on Friday.

AV Comments: No AV Required

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:	<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions:

Information: Host City Office keys will be given to Thom Morton. Thom will be responsible for returning keys to Diane Godwin on Tuesday at the close of the conference.

Number of Volunteers: 2

Volunteer Description:

Host City Assigned: 2- EMT's to be on site from noon - 5:00 pm

Saturday

10/24/2009

Function Detail Sheet
Conference Registration Opens

Location: Greenville Convention Center - Foyer/Pre-Function Area

Beginning Time: 8:30 AM **Ending Time:** 5:00 PM

**Speaker/
Panel:**

Session Manager: Crystal Correia

Presiding Officer:

Room Setup: Hollow Square

Estimated Attendee

Add'l Room Requirements: Registration Area will need access to a power outlet for badgwriter. Hollow rectangle should have 8ft skirted tables-six on front and back on one on each side with 10 chairs and two trash cans.

AV Comments: We need (4) Laptop's and badgewriters for Cvent registration, (1) laptop and badgwriter for name changes or typo's. We also need a printer onsite to print reports.

AV 1:

AV 2:

AV 3:

AV 4:

League AV: Badgewriters & Laptops pre-set by John Hice by 8:00 am and take down at 5:00 pm - See AV Comments

Catering Needs: Water Station in the Greenville CC Pre-Function area from 8:30 am - 5:00 pm

		Radio?		Radio?		Radio?	
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Danise Hobson	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Athena Banks	<input checked="" type="checkbox"/>	Staff 4:	John Hice	<input checked="" type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Conference Registration Packets will be unloaded on Friday and will be in place first thing on Saturday morning. Mary and Athena to work until 11:00 am and then will move over to Exhibit Hall Registraton.

Information:

Number of Volunteers: 6 **Volunteer Description:** Conference Registration Desk Volunteers

Host City Assigned: Host City Will provide 6 Volunteers 3 to assist with Registration Packet Pick up and 3 to work the Conference Registration Desk- All volunteers must arrive 30 minutes prior to start time.

Saturday

10/24/2009

Function Detail Sheet
Youth Summit-Registration

Location: Greenville Convention Center - Foyer/Pre-Function Area

Beginning Time: 9:00 AM

Ending Time: 10:00 AM

**Speaker/
Panel:**

Session Manager: Crystal Correia

Presiding Officer:

Room Setup: **Estimated Attendee** 100

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Out in foyer neart Hilton -West Wing Meeting Room 3 provide the following:
8 doz of Muffins
6 doz of Assorted Yogarts
75 Asst Fruit Juices
Water Station pre-set in West Wing Pre-Function from 9:00 am - 5:00 pm.

		Radio?			Radio?		Radio?	
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	Kacey Barcliff	<input type="checkbox"/>	Staff 5:	Athena Banks	<input checked="" type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	Danise Hobson	<input type="checkbox"/>	Staff 6:	Mary Correia	<input checked="" type="checkbox"/>

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 6 **Volunteer Description:** Directional Guides

Host City Assigned: The (6) Directional Guides will assist the Youth after they register in getting over to the Hilton Greenville - West Wing Meeting Room 3.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit - Welcome and General Session - The Power of Youth Advocacy-Empowering Youth to Lead

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 10:00 AM

Ending Time: 11:15 PM

Speaker/ Panel: Tremayne Smith, ECU
Brad Congleton, ECU

Session Manager: Kacey Barcliff

Presiding Officer: Tyrell Clemons

Room Setup: Rounds of 6

Estimated Attendee 100

Add'l Room Requirements: Half Crescents of 6-Head table for 2 with podium and mic to the left. Leave space near head table for 12 Steppers to perform at closing sessions. Skirted table at the entrance for handouts.

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR will bring our portable sound system/Amps or possilbe tie into houses sound.

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Sheila Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 3 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: Host City will provide 3 Meeting Room Assistants to report to Sheila Morton at least 30 minutes in advance of the session time. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit - Morning Break(No Food)

Location: Hilton Greenville -Pre-Function (West Wing)

Beginning Time: 11:15 AM

Ending Time: 11:25 AM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer:

Room Setup: 0

Estimated Attendee 100

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: n/a

Catering Needs: No Food Required

Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/> Radio?	Staff 3:	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Sheila Morton	<input checked="" type="checkbox"/> Radio?	Staff 4:	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: All youth to have a bathroom break and then go to one of the next set of concurrent sessions.

Information:

Number of Volunteers: 2 **Volunteer Description:** Directional Guides

Host City Assigned: Directional Guides to advise location of rest rooms and water station. Youth are not allowed in the Exhibit Hall for safety reasons.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit-(3) -Strengthening Leadership for Youth

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 11:25 AM

Ending Time: 12:10 PM

Speaker/ Panel: Tremayne Smith, ECU
Brad Congleton, ECU

Session Manager: Kacey Barcliff

Presiding Officer: Ariel Lopez, Student of ECU

Room Setup: Rounds of 6

Estimated Attendee 40

Add'l Room Requirements: Half Crescents of 6-Head table for two with podium to left Leave space near podium for 12 Steppers to preform at closing session. Skirted table at entrance for handouts (inside room).

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR -No Presentation

Catering Needs: N/A

Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Contact Diane Godwin with any logistical issues

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit-(1) Power of a Promise (Why Youth Power Matters)

Location: Hilton Greenville-West Wing Meeting Room 3

Beginning Time: 11:25 AM

Ending Time: 12:10 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: William Johnson, Teen Director

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Head table for two with Podium and Mic to the left, Skirted Table at entrance for handouts

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - N/A

Catering Needs: N/A

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒

Staff 2: Sheila Morton ☒ **Staff 4:** ☒

Radio?

☐ **Staff 5:**

☐ **Staff 6:**

Radio?

☐

☐

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (2) - The Legislative Agenda and Our State's Youth

Location: Hilton Greenville - Greenville Room

Beginning Time: 11:25 AM

Ending Time: 12:10 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: Thomas Powers, City Attorney of Lumberton

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Podium with Handheld Mic, Skirted table at entrance for handouts(inside room).

**AV
Comments:**

AV 1: Podium with Hand Held Mike

AV 2: Screen & AV Cart with Electric

AV 3:

AV 4:

League AV: NCLM ITR -Laptop and LCD Projector with remote for presentation

Catering Needs: n/a

Staff 1:	Ryan Draughn	<input type="checkbox"/> Radio?	Staff 3:	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Sheila Morton	<input type="checkbox"/> Radio?	Staff 4:	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet
Youth Advisors AM Session

Location: Hilton Greenville- Carolina Ballroom A

Beginning Time: 11:25 AM **Ending Time:** 12:10 PM

Speaker/ Panel: Theresa Mathis, Wilson Youth Council
Karen Kenndy, Lee County

Session Manager: Kacey Barcliff **Presiding Officer:**

Room Setup: Classroom Style **Estimated Attendee** 30

Add'l Room Requirements: TBD

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR Staff -No power point

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Sheila and Ryan make sure flip chart is in meeting room by 11:00 am. Flipchart is stored in Staff Office and needs to be returned after immediate use. Contact Diane for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

9th Annual Golf Tournament/Dinner & Awards

Location: Bradford Creek Golf Course

Beginning Time: 12:01 PM

Ending Time: 7:00 PM

**Speaker/
Panel:**

Session Manager: Jerry Todd

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 125

Add'l Room Requirements: 1-Registration Table and 2- Tables for prizes

AV Comments: This is not at Convention Center.

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Bradford Creek Golf Club will provide- Pre arranged by Jerry Todd.

Staff 1:	Wanda Veasey	<input type="checkbox"/> Radio?	Staff 3:	Bob Haynes	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Paul Miller	<input type="checkbox"/> Radio?	Staff 4:	Charles Archer	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: All NCLM Staff working the Golf Tournament must arrive by 9:30 am. Wanda Veasey to return home after Golf Dinner.

Information: 11:30 am - Range Balls, putting practice, check in
12:00 noon- Boxed lunches provided on cart
12:30 pm - Shot Gun Start
5:30 pm - Reception
6:00 pm - Dinner and Awards

Number of Volunteers: 1 **Volunteer Description:** EMT's

Host City Assigned: One EMT's to report to Jerry Todd or Wanda Veasey by 10:00 am at the course club house. All of the Host City Golf Committee will serve as volunteers at the Golf Tournament, therefore no other volunteers are needed.

Saturday

10/24/2009

Function Detail Sheet
Exhibit Hall Registration Desk Setup

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 12:01 PM

Ending Time: 2:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Tables will be skirted and setup by SES to include high skirted tables in back of registration desk for exhibitor door prizes. GCC to provide electrical to desk.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to have (2) Lap top with Badge Writer to be in place by 12:00 noon

**Catering
Needs:**

		Radio?		Radio?		Radio?	
Staff 1:	Mary Corriea	<input checked="" type="checkbox"/>	Staff 3:	Audery Downing	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 4:	John Hice	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Desk needs to be set up and ready for Vendor move in at 2:00 pm. John Hice to pre-set the badge writer by 12:00 noon. Meeting Planning Department will provide the vendor contracts for reference. Mary Correia to pack supplies for desk. Registration packets will be in alpha order by last name (??).

Information: GCC to provide electrical to the Exhibit Hall Registration Desk.

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Saturday

10/24/2009

Function Detail Sheet
Youth Summit Lunch

Location: Hilton Greenville-West Wing Meeting Room 1&2

Beginning Time: 12:10 PM

Ending Time: 1:00 PM

Speaker/ Panel: Tremanye Smith, ECU
Brad Congleton, ECU

Session Manager: Kacey Barcliff

Presiding Officer: Tyrell Clemmons

Room Setup: Rounds of 6

Estimated Attendee 100

Add'l Room Requirements: Half Crescents of 6-Head table for two with podium to left Leave space near podium for 12 Steppers to preform at closing session. Skirted table at rear of room for handouts.

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Pre-set in Foyer right out side Meeting Rooms 1,2,3-Lunch- Pizza and tossed salad buffet with a dessert, Ice Tea and Lemonade.

		Radio?		Radio?		Radio?
Staff 1:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 3
Volunteer Description: Meeting Room Assistants

Host City Assigned: The three Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Pre-Conference Workshop - Governing from Good to Great: Doing a Good Thing without Harming Other Good Things

Location: Hilton Greenville - Carolina Ballroom B

Beginning Time: 1:00 PM

Ending Time: 5:00 PM

Speaker/ Panel: Phil Boyle

Session Manager: Lisa Kinsey

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 50

Add'l Room Requirements: Rounds should be pre-set at least 20' off the walls for speaker to work with each round and put up notes.

AV Comments: Flip chart should have the stick paper.

AV 1: Flip Chart with Markers

AV 2: 1-Lapel Mic

AV 3: Screen & AV Cart with Electric

AV 4: N/A

League AV: NCLM ITR Staff- Speaker plans to bring has own laptop with powerpoint loaded.

Catering Needs: Water Station foyer near Carolina Ballroom B.
Pre-set Afternoon Refreshments by 2:30 pm near Carolina Ballroom B- 1-gal of reg coffee, 1/2 gal of decaf coffee, 25 assorted sodas and (4) doz of assorted fresh baked cookies.

		Radio?		Radio?		Radio?
Staff 1:	Angela Greene	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Lisa and Angela make sure to pick up Flip Chart and markers prior to session and take to meeting room. The flip chart is stored in Staff Office and must be returned after immediate use. Contact Mary Correia or Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Angela Greene 30 minutes prior to session. Angela will provide instructions on assignments such as handouts, doors and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit-(3)-Strengthening Leadership for Youth

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 1:00 PM

Ending Time: 1:45 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: Ariel Lopez, Student from ECU

Room Setup: Rounds of 6

Estimated Attendee 100

Add'l Room Requirements: Half Cresents of 6-Head table for two with podium to left Leave space near podium for 12 Steppers to preform at closing session. Skirted table at entrance of room (inside room).

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR -No Presentation

Catering Needs: n/a

Staff 1: Ryan Draughn ☒ **Staff 3:**
Staff 2: Shelia Morton ☒ **Staff 4:**

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (2) - The Legislative Agenda and Our State's Youth

Location: Hilton Greenville - Greenville Room

Beginning Time: 1:00 PM

Ending Time: 1:45 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: Thomas Powers, City Attorney of Lumberton

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Podium with Handheld Mic/Skirted table at entrance (inside room).

**AV
Comments:**

AV 1: Podium with Hand Held Mike

AV 2: Screen & AV Cart with Electric

AV 3:

AV 4:

League AV: NCLM ITR -Laptop and LCD Projector with remote for presentation

**Catering
Needs:**

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒
Staff 2: Shelia Morton ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (1) Power of a promise (Why Youth Power Matters)

Location: Hilton Greenville - West Wing Meeting Room 3

Beginning Time: 1:00 PM

Ending Time: 1:45 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: William Johnson, Teen Director

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Headtable for two with Podium & Mic to the left, Skrited Table at entrance for handouts (inside room).

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - N/A

Catering Needs: N/A

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒
Staff 2: Shelia Morton ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Sheila Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet
Youth Advisor PM Session

Location: Hilton Greenville - Carolina Ballroom A

Beginning Time: 1:00 PM **Ending Time:** 2:00 PM

Speaker/ Panel: Theresa Mathis, Wilson Youth Council
Karen Kennedy, Lee County

Session Manager: Kacey Barcliff **Presiding Officer:** TBD

Room Setup: Classroom Style **Estimated Attendee** 30

Add'l Room Requirements:

AV Comments: Same As AM Session

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR (TBD)

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Shelia and Ryan to make sure the League's Flip chart is taken back to Staff Office at end of the event. Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet
Youth Summit PM Break (No Food)

Location: Hilton Greenville-Pre-Function (West Wing)

Beginning Time: 1:45 PM

Ending Time: 2:00 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:** N/A

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒
Staff 2: Shelia Morton ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information:

Number of 2 **Volunteer** Directional Guides
Volunteers: **Description:**

Host City Assigned: The two Directional Guides will provide assistants with making sure the youth know where to find the restrooms.

Saturday

10/24/2009

Function Detail Sheet
Exhibitor Move In

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 2:00 PM

Ending Time: 5:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 75

Add'l Room Requirements: SES to pre-set table with two chairs at the roll up doors for NCLM Staff to check vendors in and out.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: N/A

**Catering
Needs:**

Staff 1: Joe Corey ☒ **Staff 3:** ☒
Staff 2: Gene Beasley ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information: Vendors will be moving in from the rear of the Convention Center.

Number of Volunteers: 10 **Volunteer Description:** Exhibit Hall Move-in Volunteers

Host City Assigned: 10 Exhibit Hall Move In Volunteers. All Exhibit Hall Move-In Volunteers need to be able to lift heavy items. Volunteers need to report to Joe Corey and Gene Beasley no later than 1:30 pm.

Saturday

10/24/2009

Function Detail Sheet
Exhibitor Registration Opens

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 2:00 PM

Ending Time: 5:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 75

Add'l Room Requirements: Desk Setup previously arranged with SES

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Have in place by 1:45 pm - 4:30 pm. -- Pre-Set (2) gal of coffee and 100 assorted Sodas and water station in the sidewalk café's in the front corners of the Exhibit Hall. Split between the two locations. Bill sodas based on consumption.

		Radio?			Radio?		Radio?
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Audrey Downing	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: All Exhibit Hall Registration Staff need to be in place and ready for vendor move in at 1:30 pm.

Number of Volunteers: 2 **Volunteer Description:** Exhibit Hall Desk Volunteer

Host City Assigned: We need two Exhibit Hall Registration Desk Volunteers to report to Mary Correia or Athena Banks by 1:30 pm.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (1) - Power of a Promise (Why Youth Power Matters)

Location: Hilton Greenville - West Wing Meeting Room 3

Beginning Time: 2:00 PM

Ending Time: 2:45 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: William Johnson, Teen Director

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Headtable for two with Podium with Cordless Mic to the left, Skirted Table at entrance for handouts (inside room).

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - No Presentation

Catering Needs: n/a

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: NCLM ITR - No Power Point Presentation for this session.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (2) - The Legislative Agenda and Our State's Youth

Location: Hilton Greenville - Greenville Room

Beginning Time: 2:00 PM

Ending Time: 2:45 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: Thomas Powers, City Attorney of Lumberton

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Podium with Handheld mic, Skirted table at entrance for handouts (inside room).

**AV
Comments:**

AV 1: Podium with Mike

AV 2: Screen & AV Cart with Electric

AV 3:

AV 4:

League AV: NCLM ITR -Laptop with LCD Projector with remote for presentation.

Catering Needs: N/A

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit (3) -Strengthening Leadership for Youth

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 2:00 PM

Ending Time: 2:45 PM

Speaker/ Panel: Tremayne Smith, ECU
Brad Congleton, ECU

Session Manager: Kacey Barcliff

Presiding Officer: Ariel Lopez, Student of ECU

Room Setup: Classroom Style

Estimated Attendee 40

Add'l Room Requirements: Head table for two with podium to left Leave space near podium for 12 Steppers to preform at closing session. Skirted table at entrance of room (inside room).

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR (TBD)

Catering Needs: n/a

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒
Staff 2: Shelia Morton ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: NCLM ITR Power Point Presentation (TBD)

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Saturday

10/24/2009

Function Detail Sheet
Youth Summit PM Break (with food)

Location: Hilton Greenville -West Wing Pre-Function

Beginning Time: 2:45 PM

Ending Time: 3:00 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer:

Room Setup: 0

Estimated Attendee 100

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: The Ice Shoppe

Staff 1: Ryan Draughn ☒ **Staff 3:** ☒
Staff 2: Shelia Morton ☒ **Staff 4:** ☒

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Directional Guides

Host City Assigned: The Directiona Guides will provide assistants with making sure the youth can find the restroom and advise them of the afternoon break. Youth are not allowed in the Exhibit Hall due to safety reasons.

Saturday

10/24/2009

Function Detail Sheet

Youth Summit - Closing General Session

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 3:00 PM **Ending Time:** 4:00 PM

Speaker/ Panel: Tremayne Smith, ECU
Brad Congleton, ECU

Session Manager: Kacey Barcliff **Presiding Officer:** TBD

Room Setup: Rounds of 6 **Estimated Attendee** 100

Add'l Room Requirements: Half Crescents of 6-Head table for two with podium to left. Leave space near podium for 12 Steppers to preform at closing session. Skirted table at the rear of room for handouts.

AV Comments:

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - AV (TBD)

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Ryan Draughn	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: NCLM ITR No Power Point Presentation. Space at front for Dancers. League to bring portable speakers, amps system or tie into house system. Contact Diane Godwin for any logistical issues.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide assignments such as handouts, door instructions and etc.

Sunday

10/25/2009

Function Detail Sheet

Host City Office

Location: Greenville Convention Center-Boardroom

Beginning Time: 7:00 AM

Ending Time: 8:00 PM

**Speaker/
Panel:**

Session Manager: Thom Morton

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same set up from Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio? ☐
Staff 5: ☐
Staff 6: ☐

Radio? ☐
☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:** 2

**Volunteer
Description:** EMT's

**Host City
Assigned:** The 2 EMT's are to be onsite from 7:00 am - 6:00 pm. Then we request 2 EMT's to be on site at the Host City Event.

Sunday

10/25/2009

Function Detail Sheet
NCLM Staff Office

Location: Greenville Convention Center-Multi-Purpose Room

Beginning Time: 7:00 AM

Ending Time: 6:30 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Set up as Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NCLM IT Service same as Saturday. Tom Livers to setup laptop for Timesheets.

Catering Needs: 7:00 am (1) gal of reg coffee

Staff 1:	Melissa Smith	<input checked="" type="checkbox"/> Radio?	Staff 3:	Regan Reynolds	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Regan to arrive by 9:00 am to set up her working area. All Supervisors may begin to approve ADP Time sheets-approvals are due by 10:00 am on Monday.

Information:

Number of Volunteers: 0
Volunteer Description:
Host City Assigned: No volunteers required.

Sunday

10/25/2009

Function Detail Sheet

Exhibit Hall Registration Desk - Opens

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 400

Add'l Room Requirements: Setup previously arranged by SES

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to have (3) badgewriters in place by 6:45 am.

**Catering
Needs:**

Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input type="checkbox"/>	Staff 5:	Shelia Morton	<input type="checkbox"/>
Staff 2:	Audrey Downing	<input type="checkbox"/>	Staff 4:	Kathy Bullock	<input type="checkbox"/>	Staff 6:	John Hice	<input checked="" type="checkbox"/>

Special Staff Instructions: Kathy Bullock to arrive by 8:00 am - Shelia Morton to work from 7:00 am to 12:30 pm. Joe Corey to test floor mic in door prize center by 12:15 pm. Ellis to deliver the "Exhibit Hall Welcome" at 12:40 pm.

Information:

Number of Volunteers: 2 **Volunteer Description:** Exhibit Hall Registration Desk Volunteers

Host City Assigned: Exhibit Hall Registration Desk Volunteers must report in by 6:45 am.

Sunday

10/25/2009

Function Detail Sheet

Exhibitor Move-In

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 11:00 AM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 150

Add'l Room Requirements: SES to pre-set a table and two chairs at roll up door for NCLM Staff to check vendors in and out.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: N/A

Catering Needs: 7:00 am - 10 gals of coffee (6) reg and (4) decaf and 250 assorted sodas for exhibitor move in.

		Radio?			Radio?		Radio?
Staff 1:	Joe Corey	<input checked="" type="checkbox"/>	Staff 3:	Paul Miller	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Gene Beasley	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Staff to be in place by 6:45 am.

Information: Vendors will move in from the rear of the Greenville CC at the rollup doors.

Number of Volunteers: 10 **Volunteer Description:** Exhibitor Move-In Volunteers

Host City Assigned: Exhibitor Move-In Volunteers to report by 6:45 am to onsite exhibit hall registration desk. Report to Joe Corey or Gene Beasley for instructions.

Sunday

10/25/2009

Function Detail Sheet
Door Prize Center Set-up

Location: Greenville Convention Center- Exhibit Hall

Beginning Time: 8:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Dianna Wodziak

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

This isle mike on stand will stay in place from Sunday Morning til Monday at 1:30 pm

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Linda Black	<input checked="" type="checkbox"/> Radio?	Staff 3:	Willie Wilson	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Frank Miller	<input type="checkbox"/> Radio?	Staff 4:	Amy Whisnant	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Contact Athena Banks for any logistical issues.

Information:

Number of Volunteers: 2
Volunteer Description: Door Prize Center Volunteers

Host City Assigned: Door Prize Center Volunteers report by 8:00 am to Dianna Wodziak.

Sunday

10/25/2009

Function Detail Sheet
Members Services-Set-up

Location: Greenville Convention Center-Foyer/Pre-Function Area

Beginning Time: 8:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Rob Shepherd

Presiding Officer:

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Booth Pre-set by Greenville Convention Center

AV Comments: NCLM ITR Staff to pre-set Leagues TV in Member Services Area with continuous loop video of Green Challenge, LELA and 20 Years of Service.

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Hartwell Wright	<input type="checkbox"/> Radio?	Staff 3:	Angela Greene	<input type="checkbox"/> Radio?	Staff 5:	Ryan Draughn	<input type="checkbox"/> Radio?
Staff 2:	Madeleine Henley	<input type="checkbox"/> Radio?	Staff 4:	Jerry Todd	<input type="checkbox"/> Radio?	Staff 6:		<input type="checkbox"/> Radio?

Special Staff Instructions: Staff to have booth setup by 1:00 pm on Sunday.

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Sunday

10/25/2009

Function Detail Sheet
Conference Registration Opens

Location: Greenville Convention Center-Foyer Pre-Function Area

Beginning Time: 8:00 AM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Crystal Correia

Presiding Officer:

Room Setup: Hollow Square

Estimated Attendee 0

Add'l Room Requirements: Registration Set-up same as Saturday's setup - Electric Outlet needed.

AV Comments: We need (4) Laptop's and badgewriters for Cvent registration, (1) laptop and badgewriter for name changes or typo's. We also need a printer onsite to print reports.

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to pre-set laptops and badgewriters by 7:30 am take down at 6:15 pm.

Catering Needs: Water Station pre-set in Greenville CC Pre-function Area from 8:00 am - 6:00 pm

Staff 1:	Tracey Burgess	<input type="checkbox"/> Radio?	Staff 3:	Kacey Barcliff	<input type="checkbox"/> Radio?	Staff 5:	John Hice	<input checked="" type="checkbox"/> Radio?
Staff 2:	Lisa Ervin	<input type="checkbox"/> Radio?	Staff 4:	Danise Hobson	<input type="checkbox"/> Radio?	Staff 6:	Gail Gilley	<input type="checkbox"/> Radio?

Special Staff Instructions: Lisa Ervin and Gail Gilley to drive in Sunday and arrive by noon.. Kacey to work from 8:00 am - 12:00 noon and from 3:00 - 6:00 pm.

Information: Lisa Ervin to handle volunteers with delegate packet pick up.

Number of Volunteers: 6
Volunteer Description: Conference Registration Desk Volunteers

Host City Assigned: 3-Registration Packet Volunteers to report to Lisa Ervin and the 3-Conference Registration Desk
Volunteers to report to Crystal Correia

Sunday

10/25/2009

Function Detail Sheet
RMS Wellness Center Setup

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 8:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Kay Nunnery

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: SES to pipe and pipe and drape for 3 cubicles - Tables??

AV Comments: No AV Needed

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Julie Hall	<input type="checkbox"/> Radio?	Staff 3:	Julia Cress	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Bob Haynes	<input type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Staff assigned to arrive by 8:00 am for setup. Setup up must be completed by 1:00 pm.

Information:

Number of Volunteers: 0

Volunteer Description:

Host City Assigned: N/A

Sunday

10/25/2009

Function Detail Sheet

Pre-Conference Workshop- Governing from Good to Great: Doing a Good Thing without Harming Other Good Things

Location: Hilton Greenville - Carolina Ballroom B

Beginning Time: 8:30 AM

Ending Time: 12:30 PM

Speaker/ Panel: Phil Boyles

Session Manager: Lisa Kinsey

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 50

Add'l Room Requirements: Same Setup as Saturday Session

AV Comments: These AV needs are the same as Saturday afternoon session-Session continued.

AV 1:

AV 2:

1-Lapel Mic

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: Same as Saturday

Catering Needs:

Pre-Set in Foyer Area Near Carolina Ballroom A

8:30 am -(1) gal of Reg Coffee & (1/2) gal of Decaf Coffee

10:00 am. Replinish Coffee add (25) assorted Sodas/include diet (bill sodas based on consumption) and (4) doz fresh baked muffins.

Water Station pre-set near Carolina Ballroom a from 8:00 am til 6:00 pm

Radio?

Staff 1: Angela Greene

☒

Staff 3:

Radio?

☐

Staff 5:

Radio?

☐

Staff 2: Mary Correia

☒

Staff 4:

☐

Staff 6:

☐

Special Staff Instructions: Lisa and Angela to take flip chart back to Staff Office after session. Contact Mary Correia or Diane Godwin for any issues.

Information:

Number of Volunteers: 2

Volunteer Description: Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Angela Greene 30 minutes prior to session. Angela Greene will provide assignments such as handouts, handling doors and etc.

Sunday

10/25/2009

Function Detail Sheet
NCLM Green Initiative Booth Setup

Location: Greenville Convention Center-Foyer/Prefunction Area

Beginning Time: 9:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Margot Christensen

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Booth pre-set by Greenville Convention Center

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Doug Lintelman	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Doug to arrive by 9:00 am to setup Green Initiative Booth for 1:00 pm opening.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** N/A

Sunday

10/25/2009

Function Detail Sheet

NCLM Local Leadership Foundation Booth Set-up

Location: Greenville Convention Center Foyer/Pre-Function Area

Beginning Time: 9:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Brandy Hall

Presiding Officer:

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Booth setup pre-set by Greenville Convention Center

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:	<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Booth must be completely set up by 1:00 pm Sunday afternoon.

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer Required

Sunday

10/25/2009

Function Detail Sheet

Staff Tour of the Convention Center and Hilton

Location: Greenville Convention Center Foyer

Beginning Time: 11:00 AM

Ending Time: 11:45 PM

**Speaker/
Panel:**

**Session
Manager:**

Presiding Officer:

Room Setup: 0

Estimated Attendee 30

Add'l Room Requirements: Staff to gather in the foyer of the Greenville Convention Center near registration desk for tour. Hilton & Convention Staff to provide tours of the facility.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio?
☐ **Staff 5:** ☐
☐ **Staff 6:** ☐

Radio?
☐
☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Sunday

10/25/2009

Function Detail Sheet

Voting Desk Open

Location: Greenville Convention Center-Foyer/Pre-Function Area

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Previously set up with Conference Registration Desk

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Sandra Massengill	<input type="checkbox"/> Radio?	Staff 3:	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Shelia Morton	<input type="checkbox"/> Radio?	Staff 4:	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Sandra to arrive by 12:00 noon for setup and 1:00 pm open. Ishelia to report by 3:00 pm, right after NC BEMO Meeting.

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteers need.

Sunday

10/25/2009

Function Detail Sheet

Exhibit Hall Opens

Location: Greenville Convention Center-Exhibit hall

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 250

Add'l Room Requirements: All Exhibit Move In To be completed by 12:00 noon.

**AV
Comments:**

AV 1: Isle Mike on Stand

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: In Sidewalk Cafes from 2:00 pm til 4:00 pm - (6) gal of reg coffee, (4) gal of decaf coffee, 250 assorted sodas, (125) whole fruit, (20) doz of fresh baked brownies and 20 doz of frsh baked cookies. Divide between the (4) Sidewalk Café's. (Bill Sodas Based on Consumption)

		Radio?			Radio?			Radio?
Staff 1:	Joe Corey	<input checked="" type="checkbox"/>	Staff 3:	Mary Correia	<input checked="" type="checkbox"/>	Staff 5:	Sharon Tart	<input checked="" type="checkbox"/>
Staff 2:	Gene Beasley	<input checked="" type="checkbox"/>	Staff 4:	Audrey Downing	<input type="checkbox"/>	Staff 6:	Kathy Bullock	<input checked="" type="checkbox"/>

Special Staff Instructions: Shelia Morton to work from 4:00-6:00 pm.

Information: Mic in Door Prize Center for Official Openning by NCLM's Executive Director

Number of Volunteers: 5 **Volunteer Description:** Directional Guides

Host City Assigned: 5 Directional Guides placed in pre-function, Hilton and exhibit hall to assist with directions as our members move from one site to the other.

Sunday

10/25/2009

Function Detail Sheet
NC BEMO Board Meeting

Location: Hilton Greenville-Carolina Ballroom A

Beginning Time: 1:00 PM

Ending Time: 2:30 PM

**Speaker/
Panel:**

Session Manager: Kacey Barcliff

Presiding Officer: T. Dianne Bellamy-Small, Councilwoman

Room Setup: Hollow Square for 35

Estimated Attendee 45

Add'l Room Requirements: Additional 20 Chairs along one wall - Table at inside entrance of room for hand outs.

AV n/a
Comments:

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NLCM ITR - No Presentation as of 5/21/09

Catering Needs: (4) Pitchers of Ice Water with cups for Hollow Square

		Radio?		Radio?		Radio?
Staff 1:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 3:	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions:

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2
Volunteer Description: Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia provide assignments, handouts, doors and etc.

Sunday

10/25/2009

Function Detail Sheet

Economic Development Consultation Sessions(Track 1)

Location: Hilton Greenville- Greenville Room

Beginning Time: 1:00 PM **Ending Time:** 5:00 PM

Speaker/ Panel: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Session Manager: Gregg Schwitzgebel **Presiding Officer:**

Room Setup: **Estimated Attendee** 4

Add'l Room Requirements: Two Six Foot Skirted Tables together to make a square. Two chairs on both sides.

AV Comments: NA

AV 1: **AV 2:**
AV 3: **AV 4:**

League AV: NCLM ITR - No AV required

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Andy Romanet	<input type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: There will be two Tracks in the Green Room and the Boardroom located in the Hilton Greenville. (1 Hour Sessions)

Information: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Sunday

10/25/2009

Function Detail Sheet

Economic Development Consultations (Track 2)

Location: Hilton Greenville -Boardroom

Beginning Time: 1:00 PM **Ending Time:** 5:00 PM

Speaker/ Panel: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CEcD, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Session Manager: Andy Romanet **Presiding Officer:**

Room Setup: 0 **Estimated Attendee** 4

Add'l Room Requirements: Room is already pre-set with board table. No changes

AV Comments:

AV 1: **AV 2:**
AV 3: **AV 4:**

League AV:

Catering Needs:

	Radio?		Radio?		Radio?
Staff 1:	Gregg Schwitzgeb <input type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: There will be two Tracks in the Green Room and the Boardroom located in the Hilton Greenville. (1 hour sessions)

Information: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CEcD, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Sunday

10/25/2009

Function Detail Sheet
Door Prize Center Opens

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Dianna Wodziak

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Set up by SES

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Linda Black	<input checked="" type="checkbox"/> Radio?	Staff 3:	Willie Wilson	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Frank Miller	<input type="checkbox"/> Radio?	Staff 4:	Amy Whisnant	<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Contact Athena Banks for any logistical issues.

Information:

Number of Volunteers: 2
Volunteer Description: Door Prize Center Assistant

Host City Assigned: Door Prize Center Assistant to report to Dianna Wodziak for assignment. Must report by 12:30 pm.

Sunday

10/25/2009

Function Detail Sheet
RMS Wellness Center - Opens

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Kay Nunnery

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Sames Set up as Saturday AM, provided by SES

AV Comments: N/A

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Julie Hall	<input type="checkbox"/> Radio?	Staff 3:	Julia Cress	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Bob Haynes	<input type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: RMS Networking Area to be ready to open at 1:00 pm and close a 6:00 pm

Information:

Number of Volunteers: 0

Volunteer Description:

Host City Assigned: N/A

Sunday

10/25/2009

Function Detail Sheet
Ethics Training Session

Location: Hilton Greenville-Carolina Ballroom B

Beginning Time: 1:00 PM **Ending Time:** 3:00 PM

Speaker/ Panel: Eileen Youens
Frayda Bluestein
Fleming Bell

Session Manager: Karl Knapp **Presiding Officer:**

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Headtable for (4). This is same for Monday sessions.

AV Comments:

AV 1: 2- Lapel Mics **AV 2:** Screen & AV Cart with Electric
AV 3: Table Top Podium **AV 4:**

League AV: NCLM ITR - Provide Laptop with remote LCD Projector for powerpoint presentation.

Catering Needs:

		Radio?		Radio?		Radio?
Staff 1:	Mary Corriea	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Karl Knapp is to pick up Flip Chart and Markers from League Staff Office at 12:30 pm and return to League Office once session is over.

Information:

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Asssitants

Host City Assigned: The two Meeting Room Assistants need to report to Karl Knapp 30 minutes prior to session. Karl will provide the Meeting Room Assistants with instructions as handouts, door instructions and etc.

Sunday

10/25/2009

Function Detail Sheet

NCLM Green Initiative Booth-Opens

Location: Greenville Convention Center-Foyer/Prefunction Area (Booth 6)

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Margot Christensen

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Set up continues from Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Doug Lintelman	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Booth must be setup and staff being at 1:00 pm when Exhibit Hall Opens

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Sunday

10/25/2009

Function Detail Sheet

NCLM Local Leadership Foundation Opens

Location: Greenville Convention Center-Foyer/Pre-function Area

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Brandy Hall

Presiding Officer:

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Booth Pre-Set by GCC.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:	<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Booth must be setup by 1:00 pm when Exhibit Hall Opens

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** N/A

Sunday

10/25/2009

Function Detail Sheet
Member Services Booth Opens

Location: Greenville Convention Center-Foyer/Prefunction Area

Beginning Time: 1:00 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Rob Shepherd

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same setup up as AM

AV Comments: No Av Required

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Angela Greene	<input type="checkbox"/> Radio?	Staff 3:	Hartwell Wright	<input type="checkbox"/> Radio?	Staff 5:	Paul Miller	<input type="checkbox"/> Radio?
Staff 2:	Madeleine Henley	<input type="checkbox"/> Radio?	Staff 4:	Jerry Todd	<input type="checkbox"/> Radio?	Staff 6:		<input type="checkbox"/> Radio?

Special Staff Instructions:

Information:

Number of Volunteers: 0
Volunteer Description:

Host City Assigned: No Volunteers Required

Sunday

10/25/2009

Function Detail Sheet

Rescheduled - NC Association of Resort Towns & Convention Cities Business Mting

Location: Hilton Greenville-West Wing Meeting Room 3

Beginning Time: 1:00 PM

Ending Time: 2:45 PM

**Speaker/
Panel:**

Session Manager: Madeleine Henley

Presiding Officer: Greg Young

Room Setup: Hollow Square

Estimated Attendee 20

Add'l Room Requirements: Hollow Square for 20 pp. A skirted table in back of room for hand outs. Hotel to refresh room at 2:45 pm for a 4:00 pm Board Meeting, setup is same.

AV Comments: N/A

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - Nothing required.

Catering Needs: Water Station pre-set in West Wing Prefunction Area form 12:00 noon until 5:00 pm.

		Radio?		Radio?		Radio?
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: FYI --THIS MEETING WILL TAKE PLACE AT THE NC RESORT TOWN RECEPTION.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: **Volunteer Description:** Meeting Room Assistants

Host City Assigned: No Volunteers Need - Session rescheduled.

Sunday

10/25/2009

Function Detail Sheet

NCLM Nominating Committee-Public Hearing

Location: Hilton Greenville - Carolina Ballroom D,E &F

Beginning Time: 3:00 PM

Ending Time: 3:55 PM

**Speaker/
Panel:**

Session Manager: Regan Reynolds

Presiding Officer: Susan Burgess, NCLM Past President

Room Setup: Theatre Style

Estimated Attendee 150

Add'l Room Requirements: Large center isle with Isle mics. Podium & mic in the center of the headtable for 14 on riser. Six foot skirted table/2 chairs to the right of the head table with table mic. Skirted table in back of room. Remove Headtable at 4:00 pm. Podium to remain.

AV Comments: Two Isle Mics in Center isle. Table mic on skirted table to the right of the head table.

AV 1: Table Top Podium with Hand Held Mike

AV 2: Two Isle Mikes on Stand

AV 3: One Table Top Mike

AV 4:

League AV: NCLM ITR - Nothing Required

Catering Needs: 2 Pitchers of Ice water on head table with cups and one pitcher with cups on the side table.

		Radio?		Radio?		Radio?	
Staff 1:	John Phelps	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Joe Corey-Pre-set League Flags on Riser behind headtable. Ellis & Regan will be seated at the six table to the right side of the headtable.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to John Phelps 30 minutes prior to session. John will provide assignments such as handouts, door instructions and etc.

Sunday

10/25/2009

Function Detail Sheet

Orientation for 1st Time Attendees

Location: Hilton Greenville - Carolina Ballroom C

Beginning Time: 3:00 PM

Ending Time: 4:30 PM

Speaker/ Panel: Rob Shepherd, Moderator
Madeleine Henley

Session Manager: Rob Shepherd

Presiding Officer: Jerry Jones, NCLM President

Room Setup: Theatre Style

Estimated Attendee 40

Add'l Room Requirements: Head table for (3) with tabletop podium and mic to left. Pre-Set Theatre Style to maximum seating with center isle. Skirted table in rear of room for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - Nothing Required

Catering Needs:

	Radio?		Radio?		Radio?
Staff 1: Madeleine Henley	<input checked="" type="checkbox"/>	Staff 3: Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2: Mary Correia	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions:

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Madeleine Henley 30 minutes prior to session. Madeleine will provide assignments such as handouts, door instructions and etc.

Sunday

10/25/2009

Function Detail Sheet

NCLM Nominating Committee Meeting

Location: Hilton Greenville-Meeting Room 3

Beginning Time: 4:00 PM **Ending Time:** 5:00 PM

Speaker/ Panel: Ellis Hankins, NCLM Executive Director

Session Manager: Regan Reynolds **Presiding Officer:** Susan Burgess, NCLM Past President

Room Setup: Hollow Square **Estimated Attendee** 20

Add'l Room Requirements: Hollow Square for 20 people

AV Comments:

AV 1: **AV 2:**

AV 3: **AV 4:**

League AV: N/A

Catering Needs: 4 - Pitchers of Water with cups on hollow square

		Radio?		Radio?		Radio?
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions:

Information: Mary Correia will check the room for setup at 3:30.

Number of Volunteers: 1 **Volunteer Description:** N/A

Host City Assigned: Volunteer to make copies. Once the Meeting is over and our Executive Assistant will completed the information for coping and get it to the Host City Office. The copies will need to be ready by 9:00 am on Monday morning for the Openning General Session.

Sunday

10/25/2009

Function Detail Sheet
NCLM Exhibit Hall Reception

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 4:30 PM

Ending Time: 6:00 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 800

Add'l Room Requirements: All Food in Sidewalk Cafes - Bars are previous assigned by the League.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to take care of badge write at 6:00 pm

Catering Needs: Pre-set in Bar Areas in Exhibit Hall Host Bar (2) Drink Tickets (sodas do not require a ticket) Domestic Beer, House Wine, Assorted Sodas (Bill based on Consumption).
In Each Sidewalk Cafes Pre-set - International Cheese & Fruit Display, Italian Antipasto Display, Chef's Crab Dip

		Radio?		Radio?		Radio?	
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Kathy Bullock	<input checked="" type="checkbox"/>	Staff 4:	Audrey Downing	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Mary, Kathy, Sharon, Joe, Gene, Paul and Athena to assist with closing the bars promptly at 6:00 pm. Each attendee will be given two drink tickets and there is No Cash Bar.

Information: Announce the Buses are loading for Host City Event in front of the GCC.

Number of Volunteers: 8
Volunteer Description: Directoral Guides & Greeters

Host City Assigned: 8 Directoral Guides to assist with guiding our attendees to Exhibit Hall from Hilton Meeting Rooms. Then Directoral Guides will move to the Exhibit Hall to assist with crowd control near the food stations and bars.

Sunday

10/25/2009

Function Detail Sheet

Ellis' Shadow

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 5:00 PM

Ending Time: 9:00 PM

**Speaker/
Panel:**

Session Manager: Ellis Hankins

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Kelli Kukura ☒ **Staff 3:**

Staff 2: ☐ **Staff 4:**

Radio? ☐ **Staff 5:**

☐ **Staff 6:**

Radio? ☐

Special Staff Instructions: Meet Ellis at Entrance to the Exhibit Hall near the Conference Registration Desk.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteer Required.

Sunday

10/25/2009

Function Detail Sheet
Host City Event - Minges Coliseum

Location: ECU/Murphy Center/Minges

Beginning Time: 6:00 PM

Ending Time: 9:00 PM

**Speaker/
Panel:**

Session Manager: Thom Morton

Presiding Officer:

Room Setup: 0

Estimated Attendee 400

Add'l Room Requirements: Buses will Load Directly in Front of GCC.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

		Radio?			Radio?			Radio?
Staff 1:	Charles Archer	<input type="checkbox"/>	Staff 3:	Diane Godwin	<input type="checkbox"/>	Staff 5:	Gail Gilley	<input type="checkbox"/>
Staff 2:	Melissa Smith	<input type="checkbox"/>	Staff 4:	Danise Hobson	<input type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions: Danise, Gail and Diane will be leaving to go over to Minges to set up a onsite registration desk at 5:15 pm. The Host City will take us over and we will take the bus back. Danise and Gail to have supplies ready to go over at 5:15 pm.

Information: Busing will begin loading at 6:00 pm and depart promptly. There will be continuous shuttle to and from til 9:30 pm for drop off back to Convention Center and all hotels. There will be a bus going from Host City Event to LA Lounge for the NC Resort Town & Convention Center Annual Reception.

Number of Volunteers: 10 **Volunteer Description:** Ticket Takers

Host City Assigned: Host City will need ticket takers at the all bus doors. Should there be someone without a ticket, send to registration desk right inside the GCC for assistance.

Sunday

10/25/2009

Function Detail Sheet

Metro Mayors Coalition Reception (Private Event)

Location: Hilton Greenville - Bar Area in Lobby

Beginning Time: 9:00 PM

Ending Time: 11:00 PM

**Speaker/
Panel:**

Session Manager: Julie White

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - No AV Requirements

**Catering
Needs:**

Staff 1:	Meenal Khajuria	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: This is information only to the League Staff and Host City Staff.

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteers Needed

Monday

10/26/2009

Function Detail Sheet

Voting Desk

Location: Greenville Convention Center-Foyer/Pre-Function Area

Beginning Time: 7:00 AM

Ending Time: 7:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Previously set up on Saturday - No Change

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Radio?

Staff 1: Sandra Massengill ☐ **Staff 3:**

Staff 2: Shelia Morton ☐ **Staff 4:**

Radio?

☐ **Staff 5:**

☐ **Staff 6:**

Radio?

☐

☐

Special Staff Instructions: Voting Desk will close at 7:00 pm

Information: Staff should be in place by 6:45 am.

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteers Required

Monday

10/26/2009

Function Detail Sheet

Host City Office

Location: Greenville Convention Center-Board Room

Beginning Time: 7:00 AM

Ending Time: 9:00 PM

**Speaker/
Panel:**

Session Manager: Thom Moton

Presiding Officer:

Room Setup: 0

Estimated Attendee 2

Add'l Room Requirements: Same Setup as Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Radio? ☐
Radio? ☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:** 0

Volunteer Description: EMT's

Host City Assigned: 2- EMT's to be onsite from 7:00 am - 9:00 pm.

Monday

10/26/2009

Function Detail Sheet

Door Prize Center

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Dianna Wodziak

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Set up same as Sunday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Linda Black	<input checked="" type="checkbox"/>	Staff 3:	Frank Miller	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Willie Wilson	<input type="checkbox"/>	Staff 4:	Amy Whisnant	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Once the Door Prize Center is packed up and reloaded on the truck, all Door Prize Center Staff may return back to Raleigh, unless you have other duties assigned for Monday Evening and Tuesday.

Information: Contact Athena Banks with any logistical issues.

Number of Volunteers: 2 **Volunteer Description:** Door Prize Center Volunteers

Host City Assigned: Door Prize Center Volunteer report by 6:45 am to Dianna Wodziak.

Monday

10/26/2009

Function Detail Sheet
Green Initiative Booth

Location: Greenville Convention Center-Foyer/Prefunction Area (Booth 6)

Beginning Time: 7:00 AM

Ending Time: 7:00 PM

**Speaker/
Panel:**

Session Manager: Margot Christensen

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Sunday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Doug Lintelman ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio?
☐ **Staff 5:** ☐
☐ **Staff 6:** ☐

Radio?
☐
☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer Required.

Monday

10/26/2009

Function Detail Sheet
Conference Registration Opens

Location: Greenville Convention Center-Foyer/Prefunction Area

Beginning Time: 7:00 AM

Ending Time: 8:30 PM

**Speaker/
Panel:**

Session Manager: Crystal Correia

Presiding Officer:

Room Setup: Hollow Square

Estimated Attendee 0

Add'l Room Requirements: Already pre-set from Saturday. No Changes

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to have badgewriters in place by 6:45 am and to put away at 9:30 pm

Catering Needs: Water Station I Greenville CC Pre-Function area from 7:00 am - 7:00 pm.

Staff 1:	Danise Hobson	<input checked="" type="checkbox"/> Radio?	Staff 3:	Tracey Burgess	<input type="checkbox"/> Radio?	Staff 5:	John Hice	<input checked="" type="checkbox"/> Radio?
Staff 2:	Lisa Ervin	<input type="checkbox"/> Radio?	Staff 4:	Kacey Barcliff	<input type="checkbox"/> Radio?	Staff 6:	Gail Gilley	<input type="checkbox"/> Radio?

Special Staff Instructions: All League Staff to rotate for the Monday Lunch and Monday Reception/Dinner. Lisa Ervin may leave at 3:00 pm to return home. Kacey to work from 7:00 - 12:30 and from 1:15 to 7:00 pm. Gail Gilley may return at 5:00 pm.

Information:

Number of Volunteers: 6
Volunteer Description: Conference Registration Desk Volunteers

Host City Assigned: All volunteers to report to Lisa Ervin or Crystal Correia at the Conference Registration Desk by 6:45 am to receive assignments. Two volunteers to work the desk from 7:00 pm - 8:30 pm, during the NCLM League Event.

Monday

10/26/2009

Function Detail Sheet

NCLM Local Leadership Foundation Booth

Location: Greenville Convention Center-Foyer/PreFunction Area

Beginning Time: 7:00 AM

Ending Time: 7:00 PM

**Speaker/
Panel:**

Session Manager: Brandy Hall

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Sunday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio?
☐ **Staff 5:** ☐
☐ **Staff 6:** ☐

Radio?
☐
☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteer required.

Monday

10/26/2009

Function Detail Sheet

Exhibits and Exhibit Hall Registration Opens

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 1:15 PM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 450

Add'l Room Requirements: Sames setup by SES

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to pre-set badgewriter before 7:00 am

**Catering
Needs:**

		Radio?			Radio?			Radio?
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	Julie Hall	<input type="checkbox"/>
Staff 2:	Kathy Bullock	<input checked="" type="checkbox"/>	Staff 4:	Audrey Downing	<input type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions: Mary, Kathy and/or Sharon will be going in and out of the exhibit hall to manage to concurrent sessions.

Information:

Number of Volunteers: 10 **Volunteer Description:** Exhibit Hall Desk Volunteers, Directional Guides

Host City Assigned: (2) Exhibit Hall Registration Volunteers to report to Mary Corriea by 6:45 am for assignment. (8) Directorial Guides to assist with directing all attendees to and from Exhibit Hall to the Hilton Meeting Rooms. (2) of the Directional Guides will be placed at the front entrances to pass hand sanitizers- (Large T-shirt will be provided for these two volunteers. These two volunteers will need to report to Julie Hall in the RMS Networking Area by 12:30 pm for supplies.

Monday

10/26/2009

Function Detail Sheet
RMS Wellness Center

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:00 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Kay Nunnery

Presiding Officer:

Room Setup: 0

Estimated Attendee 400

Add'l Room Requirements: Same Setup as Sunday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Julie Hall	<input type="checkbox"/> Radio?	Staff 3:	Julia Cress	<input type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Bob Haynes	<input type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

Special Staff Instructions: Move out must be completed by 3:00 pm or earlier if possible. All League Staff not assigned are to assist with Wellness Center Supplies being loaded on the truck at closing of the exhibit Hall.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** N/A

Monday

10/26/2009

Function Detail Sheet

NCLM Staff Office

Location: Greenville Convention Center-Multi-Purpose Room

Beginning Time: 7:00 AM

Ending Time: 9:30 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: (1) gal of regular coffee

Staff 1:	Melissa Smith	<input checked="" type="checkbox"/> Radio?	Staff 3:	Regan Reynolds	<input checked="" type="checkbox"/> Radio?	Staff 5:	<input type="checkbox"/> Radio?
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/> Radio?	Staff 4:		<input type="checkbox"/> Radio?	Staff 6:	<input type="checkbox"/> Radio?

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer Required

Monday

10/26/2009

Function Detail Sheet
Member Service Booth

Location: Greenville Convention Center-Foyer/PreFunction Area

Beginning Time: 7:00 AM

Ending Time: 8:00 PM

**Speaker/
Panel:**

Session Manager: Rob Shepherd

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Sunday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Madeleine Henley	<input type="checkbox"/> Radio?	Staff 3:	Hartwell Wright	<input type="checkbox"/> Radio?	Staff 5:	Paul Miller	<input type="checkbox"/> Radio?
Staff 2:	Angela Greene	<input type="checkbox"/> Radio?	Staff 4:	Jerry Todd	<input type="checkbox"/> Radio?	Staff 6:		<input type="checkbox"/> Radio?

Special Staff Instructions: Paul Miller to work in Exhibit Hall with Joe & Gene from 1:00 pm - 4:00 pm.

Information:

Number of Volunteers: 0
Volunteer Description:
Host City Assigned: No Volunteers Required

Monday

10/26/2009

Function Detail Sheet

Ellis' Shadow

Location: Greenville Convention Center

Beginning Time: 7:15 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Ellis Hankins

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Jennifer Webb

Radio?

☒

Staff 3:

Radio?

☐

Staff 5:

Radio?

☐

Staff 2:

☐

Staff 4:

☐

Staff 6:

☐

Special Staff Instructions: Meet Ellis in front of the Exhibit Hall near the Conference Registration Desk.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteer Required

Monday

10/26/2009

Function Detail Sheet

NC Associations of Municipal Clerks Breakfast & Business Meeting

Location: Hilton Greenville-Meeting Room 3

Beginning Time: 7:15 AM **Ending Time:** 8:45 AM

Speaker/ Panel: Dr. John Morrow, Health Director of Pitt Co.

Session Manager: Kim Hibbard

Presiding Officer: Dolores (Dee) Hammond, MMC

Room Setup: Rounds of 8 **Estimated Attendee** 50

Add'l Room Requirements: Rounds of 8 and Podium and mic to one side of the room - Skirted table in rear of room for handouts.

AV Comments:

AV 1: Podium with Mike

AV 2: Screen

AV 3: AV Cart with Electric

AV 4:

League AV:

Catering Needs: Menu - All American Plated Breakfast

		Radio?		Radio?		Radio?	
Staff 1:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Yolanda Hart to assist Kim and advise volunteer on ticket taking process and handouts.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Yolanda Hart 30 minutes prior to session. Yolanda Hart will provide assignments such as collecting tickets, handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

Exhibit Hall Networking Breakfast

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 7:15 AM

Ending Time: 8:45 AM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 600

Add'l Room Requirements: Sames Setup-Breakfast Pre-Set in Sidewalk Café s

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: NCLM ITR - No AV Required

Catering Needs: Pre-set in Sidewalk Café's - The FarmHouse Buffet Breakfast for estimate of 350 pp. After Breakfast pre-set morning break being at 9:30 am til 11:00 pm (reg & decaf coffee) assorted sodas(bill based on consumption) assorted fresh whole fruit, Individual bags of chips, pretzels and popcorn.

Staff 1: Joe Corey ☒ **Staff 3:**

Staff 2: Gene Beasley ☒ **Staff 4:**

Radio? ☐ **Staff 5:** ☐

Radio? ☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information: Athena to keep a check on food (Joe & Gene to assist if needed). If you have issues with any food stations contact Athena Banks. If you can not reach Athena, contact Diane Godwin. Tickets will not be collected for this event. No ticket takers required

Number of Volunteers: 16 **Volunteer Description:** Directional Guides, Ticket Takers

Host City Assigned: 8-Directional Guides to assist members to Exhibit Hall and advise food in Sidewalk Cafés and direct to the Hilton as needed. 8 Ticket Tickets to report to Yolonda by 7:00 am.

Monday

10/26/2009

Function Detail Sheet

NC Women in Government Breakfast

Location: Hilton Greenville-West Wing Meeting Room 1&2

Beginning Time: 7:15 AM

Ending Time: 8:45 PM

**Speaker/
Panel:**

Session Manager: Margot Christensen

Presiding Officer: Betty Willis

Room Setup: Rounds of 8

Estimated Attendee 75

Add'l Room Requirements: Rounds with stand alone Podium and Mic. Skirted table in rear of room for hand outs.

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV: NLCM ITR - No AV required

Catering Needs: Menu- All American Plated Breakfast

		Radio?			Radio?		Radio?
Staff 1:	Dana Bayley	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input checked="" type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Dana Bayley 30 minutes prior to session. Dana will provide assignments such as handouts, door instructions and etc. Meeting Room Assistants will also be ticket takers for this meal function, Dana will provide instructions. Tickets are to be given to one of the League Staff Members after collection.

Monday

10/26/2009

Function Detail Sheet

Rehearsal for Opening Ceremonies -Pending

Location: Hilton Greenville-Carolina Ballroom D,E&F

Beginning Time: 7:30 AM

Ending Time: 8:30 AM

Speaker/ Panel: Jim Johnson

Session Manager: Melissa Smith

Presiding Officer:

Room Setup: Theatre Style

Estimated Attendee 600

Add'l Room Requirements: Riser still in place-Podium with mic for speaker in center of riser. Enough room for color guards to post flags. Steps on both sides of riser near front.

AV Comments: AV Tech Required for this session. Isle Mics are to be placed in position once all attendees are seated at the 9:00 am session. Must leave isle clear for Color Guards (Large Screens to stay in place til Tuesday at 2:00 pm)

AV 1: Podium with Hand Held Mike

AV 2: 1-Lapel Mic

AV 3: Two Isle Mikes on Stand

AV 4: 2 Large Screen with Front Projection

League AV: NCLM IT - LCD Projector with remote for presentation

Catering Needs:

Staff 1:	Charles Archer	<input checked="" type="checkbox"/>	Staff 3:	Diane Godwin	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Govenor's Office may provide a video since she can not join us in person.

Information:

Number of Volunteers: 4 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: Meeting Room Assistant will need to be there to go over assignments by 7:30 am. Host City will need to have the Color Guards and Singer to practice the posting and to rehearse the National Anthem

Monday

10/26/2009

Function Detail Sheet

Economic Development Consulting Session (Track 2)

Location: Hilton Greenville-Boardroom

Beginning Time: 8:00 AM **Ending Time:** 4:00 PM

Speaker/ Panel: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Session Manager: Andy Romanet **Presiding Officer:**

Room Setup: 0 **Estimated Attendee** 0

Add'l Room Requirements: Same Setup as Sunday

AV Comments: N/A

AV 1: **AV 2:**
AV 3: **AV 4:**
League AV: N/A

Catering Needs:

	Radio?		Radio?		Radio?
Staff 1:	Gregg Schwitzgeb <input type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: By Appointment Only - (Lunch from 12:00 to 1:00 pm)

Information: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Number of Volunteers: 0 **Volunteer Description:**
Host City Assigned: N/A

Monday

10/26/2009

Function Detail Sheet

Economic Development Consulting Session (Track 1)

Location: Hilton Greenville - Green Room

Beginning Time: 8:00 AM **Ending Time:** 5:00 PM

Speaker/ Panel: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Session Manager: Gregg Schwitzgebel **Presiding Officer:**

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Same as Sunday

AV Comments:

AV 1: **AV 2:**

AV 3: **AV 4:**

League AV:

Catering Needs:

Staff 1:	Andy Romanet	Radio?	<input type="checkbox"/>	Staff 3:	Radio?	<input type="checkbox"/>	Staff 5:	Radio?	<input type="checkbox"/>
Staff 2:		Radio?	<input type="checkbox"/>	Staff 4:	Radio?	<input type="checkbox"/>	Staff 6:	Radio?	<input type="checkbox"/>

Special Staff Instructions: By Appointment Only. (Lunch from 12:00 to 1:00 pm)

Information: Sanford Holshouser Economic Development Consulting, LLC
Rocky Lane, Managing Partner
Crystal Morphis, CECd, Managing Partner
Ernest C. Pearson, Special Counsel, Nexsen Pruet, LLC

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: N/A

Monday

10/26/2009

Function Detail Sheet

Opening Ceremonies & General Session

Location: Hilton Greenville-Carolina Ballroom D, E&F

Beginning Time: 9:00 AM

Ending Time: 10:30 AM

**Speaker/
Panel:** Jim Johnson

Session Manager: Melissa Smith

Presiding Officer: Jerry Jones, Mayor of Morehead City, NCLM Pres.

Room Setup: Theatre Style

Estimated Attendee 500

Add'l Room Requirements: Room Set up and AV is same as Rehearsal - AFTER 11:00 am pre-set skirted headtable for 10 pp, 5 on each side of podium.

AV Comments: Same as rehearsal - AV TECH REQUIRED THRU ENTIRE SESSION

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: (4) Bottles of water inside podium by 8:30 am.

Staff 1:	Charles Archer	<input checked="" type="checkbox"/>	Staff 3:	Mary Correia	<input checked="" type="checkbox"/>	Staff 5:	Diane Godwin	<input checked="" type="checkbox"/>
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions:

Information: All Staff Assigned must report to Carolina Ballroom D, E&F by 8:30 AM. Check all av one more time. Make sure Color Guards are in place. League AV Staff must be present.

Number of Volunteers: 6 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: Meeting Room Assistant will need to be there to go over assignments by 8:30 am. Host City will need to have the Color Guards and Singer lined up and ready by 8:45 am. Meeting Room Assistant will report to Diane Godwin for assignments. Volunteers will also be available to pass out Copied Reports at the door. Copies need to be ready by 9:00 am.

Monday

10/26/2009

Function Detail Sheet

**Spouse's Program-Tour 1: Visit Uptown Greenville
Tour 2: Shopping at Arlington Village/Lynndale Shops/Greenville Mall**

Location: Greenville Convention Center

Beginning Time: 10:00 AM

Ending Time: 3:15 PM

**Speaker/
Panel:**

Session Manager: Pat Sugg - Greenville

Presiding Officer:

Room Setup: **Estimated Attendee** 50

Add'l Room Requirements: Buses will load in front of the Greenville Convention Center and will depart promptly at 10:00 am

AV Comments: No AV Required

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Radio? ☐
Radio? ☐

Special Staff Instructions:

Information:

Number of Volunteers: 4 **Volunteer Description:** Spouses' Program Assistants

Host City Assigned: Pat will organize the loading of the buses and provide Spouses' Program Assistants who will be travel with each group. A list of attendees will be available at registration desk as a check. Good idea to do check off for the return.

Monday

10/26/2009

Function Detail Sheet

Financial Warning Signs for Small Towns

Location: Hilton Greenville-Carolina Ballroom A

Beginning Time:

11:00 AM

Ending Time: 12:15 AM

Speaker/ Panel:

Sharon Edmundson, Director, Fiscal Management Section, NC Dept of State Treasurer
Gergory Allison, UNC School of Gov
Karl Knapp, Moderator

Session Manager:

Karl Knapp

Presiding Officer: Mary Johnson, Mayor Pro Tem, Louisburg

Room Setup: Theatre Style

Estimated Attendee 120

Add'l Room Requirements:

Theatre Style with center isle. Headtable for 4 with table top podium & mic. Skirted table in rear of room for handouts.

AV

Comments:

AV 1: Table Top Podium with Mike

AV 2: 3 Lapel/Lavaliere Mics

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: NCLM ITR - Possible Power point - 7/8/09

Catering Needs:

Staff 1:	Chris Nida	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water station in prefunction area.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Chris Nida 30 minutes prior to session. Chris will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

High Point's Award Winning and Successful Initiative to Close Overt Drug Markets

Location: Hilton Greenville-Carolina Ballroom B

Beginning Time: 11:00 AM **Ending Time:** 12:15 PM

Speaker/ Panel: Marty A. Sumner, Major, Chief of Staff, High Point Police Department

Session Manager: Margot Christensen **Presiding Officer:** Latimer Alexander

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Theatre Style for 120 with center isle. Head table for 3 with podium and mic to left. Skirted table in near entrance for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike **AV 2:** 1-Lapel Mic

AV 3: Screen & AV Cart with Electric **AV 4:**

League AV: NCLM ITR- Provide LCD Projector with remote and laptop. (11 Minute Video - House Sound)

Catering Needs:

		Radio?		Radio?		Radio?	
Staff 1:	Matt Lail	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water station in prefunction area

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Matt Lail 30 minutes prior to session. Matt will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

Keep it Local: Creating Sustainable Jobs for Your Community

Location: Hilton Greenville-Carolina Ballroom C

Beginning Time:

11:00 AM

Ending Time: 12:15 PM

Speaker/ Panel:

Alex Naar, ECU/NC Dept of Commerce
Brian Baker, Project Coor, Haw River Trails

Session Manager:

Kim Hibbard

Presiding Officer: Nancy Carter, Council Member, Charlotte

Room Setup: Theatre Style

Estimated Attendee 120

Add'l Room Requirements: Theatre Style with Center isle. Skirted Head table for (3) with table top podium & Mic to left on riser. Skirted table in rear of room for hand outs.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2: 2- Lapel Mics

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: NCLM ITR-Provide LCD Projector with remote & laptop. There is a powerpoint.

Catering Needs:

Water Station in foyer

Staff 1:	Erin Wynia	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in Foyer

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Erin Wynia 30 minutes prior to session. Erin Wynia will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

Transportation in the 21st Century

Location: Hilton Greenville-West Wing Meeting Room 3

Beginning Time: 11:00 AM

Ending Time: 12:15 PM

Speaker/ Panel: Gene Conti, Secretary

Session Manager: Julie White

Presiding Officer: Mayor Bill Bell & Mayor Becky Smothers

Room Setup: Theatre Style

Estimated Attendee 120

Add'l Room Requirements: Theatre Style with center isle. Skirted Head Table for (4) with podium & mic to left on riser. Skirted table in rear of room for hand outs.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2: Isle Mike on Stand

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: NCLM ITR-Provide LCD Projector with Remote & Laptop.

Catering Needs:

Staff 1:	Meenal Khajuria	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in Foyer

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Meenal Khajuria 30 minutes prior to session. Meenal will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

NCLM Board Lunch and Meeting (By RSVP Only)

Location: Hilton Greenville - West Wing Meeting Room 1 & 2

Beginning Time: 12:15 PM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Jennifer Webb

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 40

Add'l Room Requirements: Same setup as the 7:15 am NC Women in Gov Breakfast- just refresh tables

**AV
Comments:**

AV 1: Podium with Mike

AV 2: Screen & AV Cart with Electric

AV 3:

AV 4:

League AV: NCLM ITR- LCD Projector with remote for presentation - No IT Staff Assigned

Catering Needs: By 12:00 noon, put buffet inside of the room for the NCLM Board. This would be the same menu as requested for the Exhibit Hall Luncheon.

Staff 1: Kelli Kukura ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

☐ **Staff 5:** ☐
☐ **Staff 6:** ☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** No Volunteers are necessary for this event

Monday

10/26/2009

Function Detail Sheet
Exhibit Hall Delegates Luncheon

Location: Greenville Convention Center-Exhibit Hall and Tent Area

Beginning Time: 12:15 PM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: **Estimated Attendee** 600

Add'l Room Requirements: Greenville Convention Center of provide cocktail tables around exhibit hall were space allows.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Italian Pasta Station in Sidwalk Café and pre-set another buffet line near booth 713 on rear wall. Also Pre-set buffet under tent out side the GCC. (Serve with sweet and unsweet tea and assorted desserts)

		Radio?			Radio?			Radio?
Staff 1:	Melissa Smith	<input checked="" type="checkbox"/>	Staff 3:	Athena Banks	<input checked="" type="checkbox"/>	Staff 5:	Audrey Downing	<input type="checkbox"/>
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:	Mary Correia	<input checked="" type="checkbox"/>	Staff 6:	Sharon Tart	<input type="checkbox"/>

Special Staff Instructions: Yolanda and Sharon to meet with the Ticket Takers at 11:30 in the Exhibit Hall to go over instructions for taking tickets. There will be (3) buffets, 2 inside Exhibit Hall and 1 under the tent. Send all attendees that needs a ticket to the On-site registration desk.

Information:

Number of Volunteers: 18 **Volunteer Description:** Directional Guides, Ticket Takers

Host City Assigned: 8 Directional Guides to assist with getting attendees from the Hilton to the exhibit hall. Buffet lines set up in exhibit hall and possible tent with seating in tent area. All 8 Ticket Takers to report to Yolonda in front of the entrance to the Exhibit Hall for instructions and placement by 11:45 am. Advise seating is available under tent.

Monday

10/26/2009

Function Detail Sheet

Ellis' Shadow

Location: Greenville Convention Center

Beginning Time: 1:00 PM

Ending Time: 4:15 PM

**Speaker/
Panel:**

Session Manager: Ellis Hankins

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Erin Wynia	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Meet Ellis out side the Exhibit Hall near the Conference Registration Desk.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Monday

10/26/2009

Function Detail Sheet
Mobile Workshop-Washington

Location: Greenville Convention Center - Front Entrance

Beginning Time: 1:15 PM **Ending Time:** 5:00 PM

Speaker/ Panel: Lynn Lewis, Executive Director, Washington Tourism Development Authority

Session Manager: Lisa Kinsey

Presiding Officer:

Room Setup: **Estimated Attendee** 50

Add'l Room Requirements:

AV Comments:

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

	Radio?		Radio?		Radio?
Staff 1:	Sandra Massengill <input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Yolanda Hart <input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Sandra Massengill and Yolanda Hart to assist with the loading of the buses and taking tickets. Sandra to take a registration list & wait list from onsite registration desk. First ones on wait list will be able to take the place of any no shows.

Information:

Number of Volunteers: 2 **Volunteer Description:** Ticket Taker

Host City Assigned: The (2) volunteers are to report to Lisa Kinsey at the Front Entrance of the Convention Center (at the buses) 30 minutes prior to the session for instructions.

Monday

10/26/2009

Function Detail Sheet

Working with State on Jobs and the Environment

Location: Hilton Greenville-Carolina Ballroom C

Beginning Time: 1:15 PM **Ending Time:** 2:30 PM

Speaker/ Panel: Dale Carrol, Deputy Secretary, NC Dept of Commerce, Dee Freeman, Secretary, NC Dept of Environment & Natural Resources

Session Manager: John Phelps **Presiding Officer:** Chris Jones, Council Member

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Theatre style with center isle. Skirted head table on riser for (3) with podium & mic to left on riser. Skirted table in rear for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2: Two Table Top Mikes

AV 3:

AV 4:

League AV: NLCM ITR - N/A - No Presentation

Catering Needs: Water Station in foyer near meeting rooms.

Staff 1:	Paul Meyer	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input checked="" type="checkbox"/>

Special Staff Instructions: Water Station in prefunction area

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Paul Myers 30 minutes prior to session. Paul will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet
Mobile Workshop-Farmville

Location: Greenville Convention Center-Front Entrance Bus Loading

Beginning Time: 1:15 PM **Ending Time:** 5:00 PM

Speaker/ Panel: Robert Evans, Mayor, Farmville

Session Manager: Madeleine Henley

Presiding Officer:

Room Setup: **Estimated Attendee** 50

Add'l Room Requirements:

AV Comments:

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Kacey Barcliff	Radio?	<input checked="" type="checkbox"/>	Staff 3:		Radio?	<input type="checkbox"/>	Staff 5:		Radio?	<input type="checkbox"/>
Staff 2:	Jennifer Webb		<input type="checkbox"/>	Staff 4:			<input type="checkbox"/>	Staff 6:			<input type="checkbox"/>

Special Staff Instructions: Kacey Barcliff and Jennifer Webb to assist with the loading of the buses and taking tickets. Kacey to take a Farmville registration list & Farmville wait list from onsite registration desk. First ones on wait list will be able to take the place of any no shows.

Information:

Number of Volunteers: 2 **Volunteer Description:** Ticket Takers

Host City Assigned: The(2) volunteers are to report to Madeleine Henley at the Front Entrance of the Convention Cente (at the buses)r 30 minutes prior to the session for instruncions.

Monday

10/26/2009

Function Detail Sheet

Big Ideas for Small Town Economic Development: Building on Your Assets

Location: Hilton Greenville-Carolina Ballroom A

Beginning Time: 1:15 PM

Ending Time: 2:30 PM

Speaker/ Panel: David Quinn
Mikki Sager

Session Manager: Rob Shepherd

Presiding Officer: Joe Gibbons, Mayor Pro-Tem, Lenoir

Room Setup: Theatre Style

Estimated Attendee 120

Add'l Room Requirements: Theatre style with center isle and space of outter edge near walls for easy access. Skirted Head table for 3 with podium and mic to left on riser. Skirted table in rear of room for hand outs.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2: 2- Lapel Mics

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: NCLM ITR - Provide LCD with Remote & Laptop. - This session has two power points.

Catering Needs:

Staff 1:	Bob Haynes	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water station in pre-function area

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Bob Haynes 30 minutes prior to session. Bob and/ or Mary Correia who will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

Exhibit Hall Closes and Vendors Move-Out

Location: Greenville Convention Center-Exhibit Hall Sections D&E

Beginning Time: 1:15 PM **Ending Time:** 3:00 PM

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0 **Estimated Attendee** 0

Add'l Room Requirements: Move out complete by 3:00 pm. GCC will need to reset this area for the Monday Night Dinner & Entertainment

AV Comments: AV Company may remove the Isle mike from the Door Prize Center at 1:30 pm

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to get badgewriter and AV equip

Catering Needs:

Staff 1:	Gene Beasley	<input checked="" type="checkbox"/>	Staff 3:	Audrey Downing	<input checked="" type="checkbox"/>	Staff 5:	Kathy Bullock	<input checked="" type="checkbox"/>
Staff 2:	Paul Miller	<input checked="" type="checkbox"/>	Staff 4:	Mary Correia	<input checked="" type="checkbox"/>	Staff 6:	Sharon Tart	<input checked="" type="checkbox"/>

Special Staff Instructions: Audrey may return to Raleigh after the Exhibit Hall Registration Desk is packeted up.

Information: Staff to pack up registration desk for 1:15 pm move out.

Number of Volunteers: 10 **Volunteer Description:** Exhibit Hall Move In and Out Volunteers

Host City Assigned: All Exhibit Hall Move Out Volunteers are to report to Joe Corey and Gene Beasley by 1:00 pm for instructions for move out.

Monday

10/26/2009

Function Detail Sheet
Monday Afternoon Break

Location: Hilton Greenville-Pre-Function Area

Beginning Time: 1:15 PM

Ending Time: 4:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 300

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Hilton Foyer near Meeting Rooms (Pre-Function Area)
At 1:15 pm put out 3 Gal of Reg Coffee and 1 Gal of Decaf Coffee and 100 Assorted Sodas and (10) doz of fresh baked cookies. At 2:30 pm replenish coffee and add another 100 Assorted Sodas and (5) doz of fresh baked cookies. Break to remain up til 4:30 pm

Staff 1:	Yolanda Hart	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Yolanda to check to make sure break is in place and is ready by 1:15 pm. Yolanda to check to see if break items need to be replenished, check with Diane before ordering more.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** N/A

Monday

10/26/2009

Function Detail Sheet

Repeat Session (High Point's Award Winning and Successful Initiative to Close Overt Drug Markets)

Location: Hilton Greenville-Carolina Ballroom B

Beginning Time: 1:15 PM **Ending Time:** 2:30 PM

Speaker/ Panel: Marty A. Sumner, Major, Chief of Staff, High Point Police Dept.

Session Manager: Margot Christensen

Presiding Officer: Latimer Alexander, Council Member High Point

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Theatre Style for 120 with center isle. Skirted Headtable for (3) people with podium & mic on riser. Skirted table in rear of room for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike **AV 2:** 1-Lapel Mic

AV 3: Screen & AV Cart with Electric **AV 4:**

League AV: NCLM ITR-Provide LDC Projector with Remote & Laptop.

Catering Needs: Water Station in Rear of Room

		Radio?		Radio?		Radio?	
Staff 1:	Matt Lail	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in pre-function area.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Matt Lail 30 minutes prior to session. Matt will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

(Repeat) Big Ideas for Small Town Economic Development: Building on Your Assets

Location: Hilton Greenville-Carolina Ballroom A

Beginning Time: 3:00 PM **Ending Time:** 4:15 PM

Speaker/ Panel: David Quinn, HandMade in American
Mikki Sager, The Conservaton Fund

Session Manager: Rob Shepherd **Presiding Officer:** Harold Troy

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Theatre style with center isle and space of outer edge near walls for easy access. Skirted Head table for 3 with podium and mic to left on riser. Skirted table in rear of room for hand outs.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike **AV 2:** 2- Lapel Mics

AV 3: Screen & AV Cart with Electric **AV 4:**

League AV: NCLM ITR -Provide LCD Projector with remote and laptop. - (2) Power ponts

Catering Needs:

Staff 1:	Bob Haynes	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in pre-function area.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Bob Haynes 30 minutes prior to session. Bob will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

Personnel Issues for Small Towns

Location: Hilton Greenville-Carolina Ballroom B

Beginning Time: 3:00 PM

Ending Time: 4:15 PM

Speaker/ Panel: Robin Davis, Attorney-Partner
Cranfill, Sumner & Hartzog

Session Manager: Steve Lee

Presiding Officer: Dwight Lake, Mayor of Mayodan

Room Setup: Theatre Style

Estimated Attendee 120

Add'l Room Requirements: Theatre Style with center isle - Skirted Head table on riser for (3) people with Podium and Mic to the left.
Skirted table in rear of room for hand outs.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2: 1-Lapel Mic

AV 3: Screen & AV Cart with Electric

AV 4:

League AV: NCLM ITR - Provide LCD Projector with remote and Laptop - Power point.

Catering Needs:

		Radio?		Radio?		Radio?	
Staff 1:	Hartwell Wright	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in Foyer

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Hartwell Wright 30 minutes prior to session. Hartwell will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet

League Grassroots: The Hometown Action Network Difference (H.A.N.D.)

Location: Hilton Greenville- Carolina Ballroom C

Beginning Time: 3:00 PM **Ending Time:** 4:15 PM

Speaker/ Panel: Rep. Ruth Samuelson, NC GA
Rep. Kelly Alexander, NC GA
Senator Don Davis, NC GA

Session Manager: Kelli Kukura **Presiding Officer:** Vivan Jones, Mayor of Wake Forest

Room Setup: Theatre Style **Estimated Attendee** 120

Add'l Room Requirements: Theatre Style with center isle. Skirted Head table on riser for (4) people with podium and mic to the left on riser. Skirted table in rear of room for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike **AV 2:** Four Table Top Mikes
AV 3: Screen & AV Cart with Electric **AV 4:**

League AV: NCLM ITR-Provide LCD with Remote & Laptop -They think there will be a presentation.-PENDING

Catering Needs: Water Station in Back of room

		Radio?		Radio?		Radio?	
Staff 1:	Jennifer Webb	<input checked="" type="checkbox"/>	Staff 3:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:		<input checked="" type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Water Station in Pre-Function Area.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Kathy Bullock and/or Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Jennifer Webb 30 minutes prior to session. Jennifer will provide assignments such as handouts, door instructions and etc.

Monday

10/26/2009

Function Detail Sheet
Host City Fountain Dedication

Location: Greenville Convention Center - Tented Area

Beginning Time: 5:15 PM

Ending Time: 5:45 PM

**Speaker/
Panel:**

Session Manager: Charles Archer

Presiding Officer:

Room Setup: 0

Estimated Attendee 40

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: All AV handled by the City

**Catering
Needs:** N/A

Staff 1: Ellis Hankins ☐ **Staff 3:** ☐

Staff 2: Jerry Jones ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐ **Radio?** ☐

Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Ellis and President Jerry Jones has been asked to say a few words at the dedication.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Monday

10/26/2009

Function Detail Sheet
Monday Night Reception

Location: Greenville Convention Center-Prefunction Area Sidwalk Café's facing the Prefunction & in Tented Area

Beginning Time: 5:30 PM

Ending Time: 6:30 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: 0

Estimated Attendee 500

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: 3 Bars- Both Sidewalk Café's or Consession Stands facing out to the Pre-Function and 1- Bar in the Tented Area.
Host Bar with Dosestic Beer, House Wine and Assorted Sodas. We would like to have the Hors D' oeavres Served.
150 Vegetable Egg Rolls, 150 Smoked Chicken Quesdilla, 100 Chicken Salad Tarts

		Radio?			Radio?			Radio?
Staff 1:	Athena Banks	<input checked="" type="checkbox"/>	Staff 3:	Kathy Bullock	<input checked="" type="checkbox"/>	Staff 5:	Yolanda Hart	<input checked="" type="checkbox"/>
Staff 2:	Mary Corriea	<input checked="" type="checkbox"/>	Staff 4:	Sharon Tart	<input checked="" type="checkbox"/>	Staff 6:	Shelia Morton	<input checked="" type="checkbox"/>

Special Staff Instructions: Kathy Bullock and Sharon Tart may return to Raleigh at 6:30 pm. All Policy Staff/Managers and Supervisors need to be on hand to meet and greet our members. Mary, Athena and Shelia to close the bars down at 6:30 pm.

Information:

Number of Volunteers: 10 **Volunteer Description:** Directional Guides

Host City Assigned: 10 Directional Guides in place to direct our members to the Reception and Dinner.

Monday

10/26/2009

Function Detail Sheet

NCLM Delegates' Dinner & Entertainment

Location: Greenville Convention Center-Exhibit Hall

Beginning Time: 6:30 PM

Ending Time: 8:30 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 500

Add'l Room Requirements: Stage, lighting, Podium & Micscreen, projection provided by GCC's AV Company - There will be powerpoint playing during seating and dinner.

AV Comments: Podium & Mic to the left of the stage.

AV 1: Screen

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Salads/Desserts/Ice Tea may be pre-set - Salad- Wedge Salad (Chilean Sea Bass and Sterling Silver Filt Mignon topped with garlic herb butter) Served with Seamed Asparagus and Parmesan Risotto. Dessert-Snicker's Bar Pie (NY Style Cheesecake with Raspberry as optional for pp with allergies)

		Radio?			Radio?			Radio?
Staff 1:	Melissa Smith	<input checked="" type="checkbox"/>	Staff 3:	Mary Correia	<input checked="" type="checkbox"/>	Staff 5:	Yolanda Hart	<input checked="" type="checkbox"/>
Staff 2:	Brandy Hall	<input checked="" type="checkbox"/>	Staff 4:	Amy Whisnant	<input type="checkbox"/>	Staff 6:	Shelia Morton	<input type="checkbox"/>

Special Staff Instructions: Reserved Seating for Foundation & NCLM Board members. Yolanda Hart (Shelia M to assist) to handle ticket takers at the entrance. Doors to Covention Center hall for dinner to remain closed until 6:30 am. Diane Godwin to direct the opening of the doors.

Information: Brandy will have her reserved cards and Regan will have reserved cards for the Board.

Number of Volunteers: 16 **Volunteer Description:** Directional Guides & Ticket Takers

Host City Assigned: 8 Directional Guides to direct attendees from Hilton Greenville to the far side of the Convention Center. 8 Ticket Takers to meet Yolanda Hart At the entrance of Exhibit Hall near conference registration. Volunteers need to be in place by 6:00 pm. We have cards and table tents to place on tables and will need volunteers to assist at 5:30 pm.

Monday

10/26/2009

Function Detail Sheet
President's Reception

Location: Hilton Greenville - West Wing Meeting Room 1&2

Beginning Time: 9:00 PM

Ending Time: 10:30 PM

**Speaker/
Panel:**

Session Manager: Regan Reynolds

Presiding Officer:

Room Setup: 0

Estimated Attendee 60

Add'l Room Requirements: Pre-Set with cocktail tables and 4 rounds with white table cloths and votived candles.

**AV
Comments:**

AV 1: Podium with Mike

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Pre-Set Host Bar by 8:45 pm with Imported Cordials and a Bananas Foster Station.

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio? ☐
Staff 5: ☐
Staff 6: ☐

Radio? ☐
☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Tuesday

10/27/2009

Function Detail Sheet
Conference Registration Desk

Location: Greenville Convention Center-Foyer/PreFunction Area

Beginning Time: 7:30 AM

Ending Time: 1:30 PM

**Speaker/
Panel:**

Session Manager: Crystal Correia

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Registration Desk is same as set up from Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV: John Hice to pre-set badgewriter by 7:00 am/Take down at 12:30 pm.

Catering Needs: Water Station in Pre-function Area from 7:30 am - 2:30 pm

Staff 1:	Tracey Burgess	<input checked="" type="checkbox"/>	Staff 3:	John Hice	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Danise Hobson	<input type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Have all registration items packed and reload for the truck by 1:00 pm.

Information:

Number of Volunteers: 4
Volunteer Description: Registration Desk Volunteers
Host City Assigned: Registration Desk Volunteers to report to Crystal Correia.

Tuesday

10/27/2009

Function Detail Sheet

NCLM Local Leadership Foundation Booth

Location: Greenville Convention Center-Foyer/Pre-Function Area

Beginning Time: 7:30 AM

Ending Time: 1:30 PM

**Speaker/
Panel:**

Session Manager: Brandy Hall

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Sunday and Monday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐
Radio? ☐ **Staff 6:** ☐

Radio? ☐
Radio? ☐

Special Staff Instructions: Brandy to have all items packed and labeled for return by 1:00 pm

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Tuesday

10/27/2009

Function Detail Sheet
Green Initiative Booth

Location: Greenville Convention Center-Foyer/Pre-Function Area

Beginning Time: 7:30 AM

Ending Time: 1:30 PM

**Speaker/
Panel:**

Session Manager: Margot Christiansen

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Sunday and Monday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Doug Lintelman	Radio? <input type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Doug to be packed and ready to load Green Initiative Booth by 1:00 pm.

Information:

Number of Volunteers: 0
Volunteer Description:

Host City Assigned: No Volunteer Required.

Tuesday

10/27/2009

Function Detail Sheet

Voting Desk

Location: Hilton Greenville-Carolina Ballroom D,E &F

Begining Time: 7:30 AM

Ending Time: 11:00 AM

**Speaker/
Panel:**

Session Manager: Sandra Massengill

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Pre-set by 7:30 am a skirted table and 2 chairs outside Ballroom DE&F for Voting Desk

AV Comments: No AV Required.

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Athena Banks	Radio?	<input checked="" type="checkbox"/>	Staff 3:	Radio?	<input type="checkbox"/>	Staff 5:	Radio?	<input type="checkbox"/>
Staff 2:			<input type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions: Voting Desk staff to set up in front of Carolina Ballroom D,E&F at 7:30 am. We will have sign directing members to your new location.

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Tuesday

10/27/2009

Function Detail Sheet
Member Services

Location: Greenville Convention Center-Prefunction Area

Beginning Time: 7:30 AM

Ending Time: 1:30 PM

**Speaker/
Panel:**

Session Manager: Rob Shepherd

Presiding Officer:

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Setup from Sunday and Monday

AV Comments: No AV Required

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Hartwell Wright	<input type="checkbox"/> Radio?	Staff 3:	Madeleine Henley	<input type="checkbox"/> Radio?	Staff 5:	Amy Whisnant	<input type="checkbox"/> Radio?
Staff 2:	Angela Greene	<input type="checkbox"/> Radio?	Staff 4:	Paul Miller	<input type="checkbox"/> Radio?	Staff 6:		<input type="checkbox"/> Radio?

Special Staff Instructions: At 1:00 pm prepare your area for pickup for the repacking of the truck. Loading will begin at 8:00 am so if you have items you can send to truck in advance, see Joe C. or Gene B. Make sure you boxes are labeled for return. Rob & Hartwell to assist Joe and Gene with truck loading.

Information:

Number of Volunteers: 0

Volunteer Description:

Host City Assigned: N/A

Tuesday

10/27/2009

Function Detail Sheet
Host City Office

Location: Greenville Convention Center-Board Room

Beginning Time: 7:30 AM

Ending Time: 4:00 PM

**Speaker/
Panel:**

Session Manager: Thom Moton

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

Add'l Room Requirements: Same Setup as Saturday

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: ☐ **Staff 3:** ☐
Staff 2: ☐ **Staff 4:** ☐

Radio?
☐ **Staff 5:** ☐
☐ **Staff 6:** ☐

Radio?
☐
☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 2
Host City Assigned: 2- EMT's to be onsite from 7:30 am - 2:00 pm.

Volunteer Description: EMT's

Tuesday

10/27/2009

Function Detail Sheet

Reloading Truck for Return to Raleigh

Location: Greenville Convention Center

Beginning Time: 7:30 AM

Ending Time: 4:00 PM

**Speaker/
Panel:**

Session Manager: Joe Corey

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:	Gene Beasley	<input checked="" type="checkbox"/> Radio?	Staff 3:	Hartwell Wright	<input type="checkbox"/> Radio?	Staff 5:	Paul Miller	<input checked="" type="checkbox"/> Radio?
Staff 2:	Rob Shephard	<input type="checkbox"/> Radio?	Staff 4:	John Hice	<input type="checkbox"/> Radio?	Staff 6:	Doug Lintelman	<input type="checkbox"/> Radio?

Special Staff Instructions: Joe and Gene will be on hand to begin the reloading of the truck. As you know, of items that can go on the truck let them asap. The truck plans to leave for return no later than 3:00 pm. All staff is asked to check the meeting rooms that you are in and let Joe or Gene know and they will gather the items. Joe and Gene will do a final swap of the Convention Center for League items at 2:30 pm. The staff listed will need to be on hand to assist with loading of the truck. Doug to assist at the end of conference once his booth closes.

Information:

Number of Volunteers: 4 **Volunteer Description:** Exhibit Hall Move-out Volunteers

Host City Assigned: Exhibit Hall move-out volunteers to report to Joe Corey and Gene Beasley for instruction of loading of the NCLM Truck.

Tuesday

10/27/2009

Function Detail Sheet

NC BEMO Breakfast and Business Meeting

Location: Greenville Convention Center - Section D

Beginning Time: 7:30 AM **Ending Time:** 9:00 AM

Speaker/ Panel: Yvonne Johnson, Mayor of Greensboro

Session Manager: Kacey Barcliff

Presiding Officer: T. Dianne Bellamy-Small, Councilwoman

Room Setup: Rounds of 8 **Estimated Attendee** 100

Add'l Room Requirements: Skirted Headtable for 20 on a riser with table top podium & mic in center. Skirted Table in Rear of room for handouts.

AV Comments:

AV 1: Table Top Podium with Hand Held Mike

AV 2:

AV 3:

AV 4:

League AV: Additional AV Needs Undecided.

Catering Needs: 4 Pitchers of Water and cups on Head table.
The Carolina Classic Breakfast Buffet - Served inside room.

		Radio?		Radio?		Radio?
Staff 1:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions:

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have one assistants Sharon Tart. Mary Correia is your first point of contact with issues.

Number of Volunteers: 2 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: The two Meeting Room Assistants need to report to Shelia Morton 30 minutes prior to session. Shelia will provide the Meeting Room Assistants with instructions for ticket taking and other instructions such as handouts, door instructions and etc.

Tuesday

10/27/2009

Function Detail Sheet

Ellis' Shadow

Location: Greenville Convention Center-Section A&B

Beginning Time: 7:30 AM

Ending Time: 1:00 PM

**Speaker/
Panel:**

Session Manager: Ellis Hankins

Presiding Officer:

Room Setup: 0

Estimated Attendee 0

**Add'l Room
Requirements:**

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1: Paul Myers ☒ **Staff 3:** ☐

Staff 2: ☐ **Staff 4:** ☐

Radio? ☐ **Staff 5:** ☐

Radio? ☐ **Staff 6:** ☐

Special Staff Instructions: Meet Ellis at the entrance of the GCC-Section A&B at the beginning of the Membership Breakfast.

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:**

Tuesday

10/27/2009

Function Detail Sheet

NCLM Staff Office

Location: Greenville Convention Center-Multi-Purpose Room

Beginning Time: 7:30 AM

Ending Time: 4:00 PM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: **Estimated Attendee** 0

Add'l Room Requirements: Same Setup

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: 1 Gal of Reg Coffee

		Radio?			
Staff 1:	Melissa Smith	<input checked="" type="checkbox"/>	Staff 3:	<input type="checkbox"/>	
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:	<input type="checkbox"/>	

	Radio?		Radio?
Staff 5:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

**Special Staff
Instructions:**

Information: Gene and Joe to being packing items from the office when time allows. All Staff with keys must return to Diane Godwin before leaving to return to Raleigh.

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteer required.

Tuesday

10/27/2009

Function Detail Sheet
NCLM Networking Breakfast

Location: Greenville Convention Center-Section A&B

Beginning Time: 8:00 AM

Ending Time: 9:00 AM

**Speaker/
Panel:**

Session Manager: Diane Godwin

Presiding Officer:

Room Setup: Rounds of 8

Estimated Attendee 350

Add'l Room Requirements: Present in Rounds of 8

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Buffet: The Carolina Classic Breakfast and add French Toast - served inside room.

		Radio?		Radio?		Radio?	
Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Madeleine Henley	<input checked="" type="checkbox"/>	Staff 5:	<input type="checkbox"/>
Staff 2:	Yolonda Hart	<input checked="" type="checkbox"/>	Staff 4:		<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Yolanda to handle the ticket takers, if attendee does not have ticket, send to registration desk. Diane Godwin will notify for the opening of the doors.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Sharon Tart. Mary Correia is your first point of contact with issues. Diane Godwin and Athena Banks will be onsite to assist with the logistics.

Number of Volunteers: 16
Volunteer Description: Directional Guides, Ticket Takers

Host City Assigned: The 8 Ticket Takers need to report to Yolonda Hart at the entrance of the Convention Center-Exhibit Hall at 7:30 am. All Directional Guides are to direct attendees to and from the Hilton and GCC.

Tuesday

10/27/2009

Function Detail Sheet

Spouses Program: Riding Tour of Historic Greenville, ECU and Shopping at Artisans

Location:

Beginning Time:

9:00 AM

Ending Time: 11:45 AM

**Speaker/
Panel:**

Session Manager:

Pat Suggs-Greenville

Presiding Officer:

Room Setup: 0

Estimated Attendee 25

Add'l Room Requirements:

Buses will load in front of the Greenville Convention Center and will depart promptly at 9:00 am.

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

**Catering
Needs:**

Staff 1:

Radio?

☐

Staff 3:

Radio?

☐

Staff 5:

Radio?

☐

Staff 2:

☐

Staff 4:

☐

Staff 6:

☐

**Special Staff
Instructions:**

Information:

**Number of
Volunteers:**

2

**Volunteer
Description:**

**Host City
Assigned:**

Pat will organize the loading of the buses and provide Spouses' Program Assistants who will be traveling with the group. A list of attendees will be available at registration desk as a check. Good idea to check off for the return.

Tuesday

10/27/2009

Function Detail Sheet
NCLM Annual Business Meeting

Location: Hilton Greenville-Carolina Ballroom D,E&F

Beginning Time: 9:00 AM

Ending Time: 11:00 PM

**Speaker/
Panel:**

Session Manager: Regan Reynolds

Presiding Officer: Mayor Jerry Jones, Morehead City, NCLM Pres.

Room Setup: Theatre Style

Estimated Attendee 400

Add'l Room Requirements: Headtable for 10 with podium and mic in center of table. Skirted table in rear of room for handouts. IMMEDIATELY at 11:00 am remove head tables for Closing General Session at 11:30 am-PODIUM to remain.

**AV
Comments:**

AV 1: Podium with Mike

AV 2: Two Isle Mikes on Stand

AV 3:

AV 4:

League AV: NCLM ITR - No Presentation- Regan will bring Recorder/w USB port to record the business meeting.

Catering Needs: Pitchers of water on head table with cups. Water Station pre-set in pre-function area from 8:30 am to 2:00 pm.

		Radio?			Radio?			Radio?
Staff 1:	Andy Romanet	<input checked="" type="checkbox"/>	Staff 3:	Kacey Barcliff	<input type="checkbox"/>	Staff 5:	Shelia Morton	<input checked="" type="checkbox"/>
Staff 2:	Kim Hibbard	<input type="checkbox"/>	Staff 4:	Mary Correia	<input checked="" type="checkbox"/>	Staff 6:	Gregg Schwitzgebel	<input type="checkbox"/>

Special Staff Instructions: Sandra and Athena to work the Voter Desk right outside the entrance. All Policy Staff not assigned must be present at the Annual Business Meeting. Kacey and Shelia to report just as soon as the NC BEMO Breakfast is complete.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Sharon Tart. Mary Correia is your first point of contact with issues. Diane Godwin and Athena Banks will be onsite to assist with the logistics.

Number of Volunteers: 14 **Volunteer Description:** Meeting Room Assistants, Directional Guides

Host City Assigned: The six Meeting Room Assistants need to report to Kim Hibbard or Mary Correia 30 minutes prior to session. Kim or Mary will provide assignments such as handouts, door instructions and etc. The 8 Directional Guides need to be place in the Convention Center directing attendees to meeting locations in the Hilton Greenville.

Tuesday

10/27/2009

Function Detail Sheet

(Green Room) - Dr. Douglas Brinkley & NLCM Board of Directors

Location: Hilton Greenville - Boardroom

Beginning Time: 10:30 AM

Ending Time: 11:30 AM

**Speaker/
Panel:**

Session Manager: Melissa Smith

Presiding Officer:

Room Setup: 0

Estimated Attendee 25

Add'l Room Requirements: Room is Pre-set with Board table

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: (Pre-set by 10:00 am) 1- Gal of Reg Coffee, 25 Assorted Sodas (include diet) 10 Bottles of Water, 2 doz of whole fruit, 2 doz of assorted cookies.

Staff 1: Yolanda Hart ☒ **Staff 3:**

Staff 2: ☐ **Staff 4:**

Radio? ☐ **Staff 5:**

☐ **Staff 6:**

Radio? ☐

**Special Staff
Instructions:**

Information:

Number of Volunteers: 0 **Volunteer Description:**

Host City Assigned: No Volunteers Required

Tuesday

10/27/2009

Function Detail Sheet
Tuesday Networking Break

Location: Hilton Greenville- Carolina Ballroom Prefunction Area

Beginning Time: 11:00 AM

Ending Time: 12:30 AM

**Speaker/
Panel:**

Session Manager: Athena Banks

Presiding Officer:

Room Setup: 0

Estimated Attendee 350

Add'l Room Requirements: Pre-set in Hilton Greenville Prefunction Area

**AV
Comments:**

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs: Pre-set by 10:45 am 6 gals of Reg Coffee, 3 gals of Decaf, 225 Assorted Sodas-include diet (bill based on consumption) 12 doz of fresh baked cookies and 12 doz of fresh baked brownies. 100 pieces of fruit, apples, bananas, pears (fruit easy to eat) (Leave up til 12:30 pm - do not replenish unless approved by Diane Godwin.)

Staff 1:	Yolanda Hart	Radio? <input checked="" type="checkbox"/>	Staff 3:	Radio? <input type="checkbox"/>	Staff 5:	Radio? <input type="checkbox"/>
Staff 2:		<input type="checkbox"/>	Staff 4:	<input type="checkbox"/>	Staff 6:	<input type="checkbox"/>

Special Staff Instructions: Yolanda to check to make sure break is in place by 11:00 am

Information:

**Number of
Volunteers:** 0

**Volunteer
Description:**

**Host City
Assigned:** N/A

Tuesday

10/27/2009

Function Detail Sheet

Tuesday Closing General Session with Dr. Douglas Brinkley

Location: Hilton Greenville - Carolina Ballroom D, E & F

Beginning Time:

11:30 AM

Ending Time: 12:45 PM

Speaker/ Panel:

Mayor Jerry Jones, NCLM Past President/Council member Rodney Locks, NCLM President

Session Manager:

Melissa Smith

Presiding Officer:

Room Setup: Theatre Style

Estimated Attendee 400

Add'l Room Requirements: Same Setup as Monday.

AV Comments:

Same AV Needs Pre-set from Monday

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Pre-Set (4) bottles of water in podium by 11:15 am.

Staff 1:	Charles Archer	<input checked="" type="checkbox"/>	Staff 3:	Shelia Morton	<input checked="" type="checkbox"/>	Staff 5:	John Hice	<input type="checkbox"/>
Staff 2:	Mary Correia	<input checked="" type="checkbox"/>	Staff 4:	Athena Banks	<input checked="" type="checkbox"/>	Staff 6:		<input type="checkbox"/>

Special Staff Instructions:

Information:

Number of Volunteers: 8 **Volunteer Description:** Meeting Room Assistants

Host City Assigned: 8 Meeting Room Volunteers must arrive at 11:15 am and report to John Hice to hand out evaluations or packets. We will collect the evaluations at the doors. Packets to had out at the beginning of the session at each entrance. Volunteers need to be onstand by for the entire session.

Tuesday

10/27/2009

Function Detail Sheet

Dr. Douglas Brinkley Book Signing

Location: Hilton Greenville - Carolina Ballroom C

Beginning Time: 12:45 PM

Ending Time: 1:45 PM

**Speaker/
Panel:**

Session Manager: Melissa Smith

Presiding Officer:

Room Setup: **Estimated Attendee** 75

Add'l Room Requirements: Four Tables and 8 Chairs at the back of room. Roping if available

AV Comments: N/A

AV 1:

AV 2:

AV 3:

AV 4:

League AV:

Catering Needs:

Staff 1:	Mary Correia	<input checked="" type="checkbox"/>	Staff 3:	Kacey Barcliff	<input type="checkbox"/>	Staff 5:	Shelia Morton	<input type="checkbox"/>
Staff 2:	Yolanda Hart	<input checked="" type="checkbox"/>	Staff 4:	Athena Banks	<input checked="" type="checkbox"/>	Staff 6:	Lisa Kinsey	<input type="checkbox"/>

Special Staff Instructions: Joe and Gene to deliver the books to room by 10:00 am. Mary and Melissa to check room setup in the am for book signing.

Information: Session Manager and Staff must be there 30 minutes prior to session start time. Mary Correia will be overall Logistic Session Managers and will have two assistants, Sharon Tart. Mary Correia is your first point of contact with issues. Diane Godwin and Athena Banks will be onsite to assist with the logistics.

Number of Volunteers: 4 **Volunteer Description:** Meeting Room Assistants, Directional Guides

Host City Assigned: 2-Meeting Room Assistants to report to Mary Corriea 30 minutes prior to session for assignments. The 2 Directional Guides to direct to the book signing room.